

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM CIRCULAR NO. 03

**ENJOINING ALL GOVERNMENT OFFICIALS AND EMPLOYEES TO
STRICTLY OBSERVE AND COMPLY WITH THE REQUIRED WORK
HOURS**

WHEREAS, Section 2 of Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," provides that it is the policy of the State to promote a high standard of ethics in public service and requires government personnel to discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest;

WHEREAS, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order (EO) No. 292 (s. 1987) (Omnibus Rules) states that each head of the department or agency shall require all officers and employees under him to strictly observe the prescribed office hours through a daily time record of attendance of all the officers and employees under him, including those serving in the field or on the water;

WHEREAS, Section 5, Rule XVII of the Omnibus Rules, provides that officers and employees of all departments and agencies except those covered by special laws shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch, which as a general rule, shall be from 8:00 a.m. to 12:00 n.n. and from 1:00 p.m. to 5:00 p.m. on all days except Saturdays, Sundays and Holidays;

WHEREAS, Section 6, Rule XVII of the said Omnibus Rules, states that flexible working hours may be allowed subject to the discretion of the head of department or agency, provided that the weekly working hours shall not be reduced in the event the department or agency adopts the flexi-time schedule in reporting for work;

WHEREAS, Section 46 (b), Chapter 7, Subtitle A, Title I, Book V of EO No. 292 considers neglect of duty, inefficiency in the performance of official duties, loafing or frequent unauthorized absences from duty during regular office hours, and conduct prejudicial to the best interest of the service as grounds for disciplinary actions;

WHEREAS, it has been reported that many government officials and employees have been remiss in their obligation to render the required government work hours;

NOW THEREFORE, in order to ensure the observance of the highest ethical standards among public officials and employees, the following are hereby ordered:

1. All government officials and employees shall strictly observe and comply with all pertinent laws, issuances and policies concerning work hours. They are prohibited from taking extended lunch breaks and spending time outside the office doing unauthorized and non-work related activities during office hours.

2. All heads of departments, bureaus and offices, government-owned or -controlled corporations and local governments, including the AFP and the Philippine National Police, shall remind and reiterate to the officials and employees under them the above-stated matters and impose the appropriate sanctions and penalties in case of violation thereof.

This Order shall take effect immediately.

DONE, in the City of Manila, this 8th day of August in the year of Our Lord, Two Thousand and Sixteen.

By Authority of the President:

SIC
SALVADOR C. MEDIALDEA
Executive Secretary *18*

CERTIFIED COPY:

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MARIANITO M. DIMAANDAL
DIRECTOR IV
MALALARANG RECORDS OFFICE

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