



LEYTE STATE UNIVERSITY

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Office of the President

11 March 2004

MEMORANDUM CIRCULAR NO. 28

Series of 2004

T O: All LSU Faculty, Staff and Employees

R E: Strict Observance of Working Hours

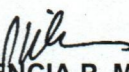
Initial findings of the Civil Service Commission Personnel Audit Team (CSC-PAT) have indicated that the University is quite lax in the implementation of government working hours. The CSC-PAT observed that except for administrative employees of offices within the Administration Building, other administrative personnel of the University are not strictly observing regular working hours as prescribed by the Civil Service Commission to the detriment of public service. Furthermore, the CSC-PAT also observed that Faculty employees are not rendering the minimum working hours stipulated by the Civil Service Commission for academic faculty employees, which is six (6) hours per day, thus depriving the students the chance to consult with them.

In view of these findings, the following policies on attendance are hereby prescribed:

1. All employees holding administrative positions, regardless of employment status, are directed to strictly follow the prescribed government working hours from 8:00 a.m. to 12:00 noon and from 1:00 p.m. until 5:00 p.m. for all working days of the year.
2. All academic faculty employees, regardless of employment status, are likewise directed to be in their respective offices for a period of not less than six (6) hours per working day, including semestral breaks. Business conducted outside of the University should be covered by approved Travel Order.
3. Academic faculty members assigned in Research Centers, as well as those faculty designated to administrative positions, are likewise directed to follow the prescribed government working hours for all working days of the year.
4. All Vice Presidents, College Deans, Center Directors, Department and Unit Heads are hereby directed to maintain logbooks for administrative and faculty employees under their respective offices in order to closely monitor attendance of all personnel. Actual time in and time out should be reflected in the logbook. These logbooks will be inspected regularly by the HRMDO and by the CSC Audit Personnel for compliance.
5. Flexitime applications have to be filed and approved by this Office, clearly indicating the reason(s) why such deviation from the prescribed hours, is necessary.

The Civil Service Commission Personnel Audit Team will conduct another audit sometime in April 2004. The CSC has reminded the University Administration to strictly implement the prescribed government working hours and to institute measures for the close monitoring of attendance of all University personnel.

For the information and strict compliance of all concerned.


PACIENCIA P. MILAN
President