



9 August 2017

**MEMORANDUM NO. 317**

Series of 2017

**T O: Dr. Merlita Veloso**

**R E: Violation of the "No Noon Break Policy"**

This office had received a report from the Legal Counsel, Atty. Rysan C. Guinocor, that the VSU-Villaba campus has violated the "No Noon Break Policy" last July 28, 2017. His report also indicated that four (4) students went home and was not able to enroll since the school was closed in the morning of the said day because of the attendance of the faculty and staff to the culmination program of the Nutrition month of LGU-Villaba.

In this connection, your office is hereby sternly warned to strictly implement the "NO NOON BREAK policy" prescribed under Republic Act No. 9485 or the Anti-Red Tape Act of 2007. Section 8 (e) of the law states that "agencies which render frontline services shall adopt appropriate working schedules to ensure that all clients who are within their premises prior to the end of official working hours are attended to and served even during lunch break".

VSU-Villaba as a government office is advised to adopt an appropriate working schedule to ensure uninterrupted public service delivery. A skeletal force should be maintained in cases where attendance of the majority of the faculty and staff are required in some activities outside of the campus. Your office is expected to enhance the delivery of services and smoothen the processing of documents to its internal and external clients.

For strict implementation.

  
EDGARDO E. TULIN

President

cc: Legal Office  
OVPI  
OVPAF  
ODHRD  
Records  
File