



10 September 2019

MEMORANDUM CIRCULAR NO. 92

Series of 2019

T O: All VSU Personnel

R E: Reiteration of CSC Pertinent Laws, Issuances and Policies Concerning Government Work Hours and Generation of Daily Record of Attendance

This office hereby reiterates to strictly observe and comply with the CSC pertinent laws and policies concerning government work hours and the generation of Daily Record of Attendance.

I. Official Working Hours

- Officers and employees of all department 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 nn and from 1:00 p.m. to 5:00 p.m. on all days except Saturdays, Sundays and Holidays (Section 5, Rule XVII of the Omnibus Rules on Civil Service)
- The working hours of faculty members will be based on the Registrar's class schedule but has to render not less than eight (8) hours a day exclusive of time for one (1) hour lunch break. If there is a revised schedule of class and the need of flexitime, the Department Head shall inform the Registrar's Office of the new class schedule and submit a request for flexitime per semester to be recommended by Dean/Center Director and Vice-President for Instruction and approved by the University President. This is in consonance to Section 6, Rule XVII of the Omnibus Rules of Civil Service, to wit, *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 on the event the department or agency adopts the flexi-time schedule in reporting for work.*
- During enrolment and examination periods, all faculty shall render work on the prescribed government working hours of 8:00 a.m. to 12:00 nn and 1:00 p.m. to 5:00 p.m., except when the exam schedule falls before and/or beyond such period.
- Faculty designated to an administrative function shall render work on 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. to be able cater to the needs of stakeholders during the prescribed government working hours.

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II. Use of Biometric Fingerscan Machine

- All VSU employees (regular, casual and contractual) are required to register their daily attendance through the biometric fingerscan machines installed in their respective offices. Newly hired employees shall have their fingerprints registered at PRPEO. The Part-time Instructors and JO staff shall use logbook to record their daily attendance.
- All VSU employees are required to key-in four (4) transactions in the biometric fingerscan machine: log-in and out in the morning and log-in and out in the afternoon. Failure to key-in four times (4) shall be considered as incomplete transaction which shall mean either half day, undertime or absent unless supported by an approved pass slip, travel order, notice of meeting, seminar or sent home order by the University Physician.
- Handwritten time entries in the DTR will not be considered unless initialed by the concerned supervisor.
- To ensure a hard evidence of record of attendance, each unit shall also use a logbook for manual entry of attendance especially during brown-outs or technical malfunction of biometric machines. The Department/office/unit Heads shall be responsible in ensuring veracity of time entries in the logbook.

III. Daily Time Record (DTR)

- The Head of department/office/unit shall signify attestation to the correctness of time entries in the Daily Time Record (DTR) of their personnel.
- Each department/office/unit shall submit biometric-generated DTR of its personnel to the Personnel Records and Performance Office (PRPEO) due on the 5th working day of the succeeding month. Late or non-submission of DTR means the salary will not be processed for the 2nd half of the month. The approved request on flexitime, if any, shall also be submitted to PRPEO.
- Any incidence of attendance infraction such as tardiness and/or undertime will be counted against the employee as provided for in Section 34, Rule XVI of the Omnibus Rule on Civil Service, to wit, *"Tardiness and undertime are deducted from the employees' vacation leave credits or salary when leave credits are already exhausted"*.

IV. Other pertinent CSC policies on working hours

- Off-setting of tardiness or absences by working for an equivalent number of minutes or hours by which an officer or employee has been tardy or absent, beyond the regular or approved working hours of the employees concerned, shall not be allowed (Section 9, Rule XVII of Omnibus Rules on Civil Service).



VISAYAS
STATE UNIVERSITY

Office of the President

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

- Neglect of duty, inefficiency in 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 (Section 46 (b), Chapter 7, Subtitle A, Title I, Book V of EO no. 292).

For your guidance and strict compliance.


EDGARDO E. TULIN
President

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