



29 September 2023

**MEMORANDUM CIRCULAR NO. 149**  
Series of 2023

**T O: All Job Order Workers of the Administration Building,  
Supply and Property Office, and Procurement Office**

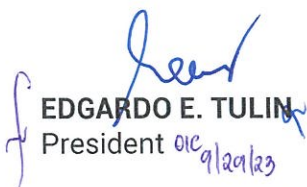
**R E: Implementation of Bundy Clock for JO Workers**

To ensure proper recording of attendance, you are hereby directed to use the Bundy clock system starting **October 02, 2023**. You shall render work on prescribed government working hours of 8:00 AM - 12:00 NN and 1:00 PM - 5:00 PM. The Bundy clocks will be positioned next to the biometrics at the admin building's front and back entrances.

The attendance card will serve as your Daily Time Record (DTR) to be attached for the pay of the last quincena while a photocopy of the said document with entries will be used for claim of first half of the monthly pay.

The punching of attendance cards should be strictly done **individually**. Please be honest in punching your attendance card. Those J.O. workers found otherwise will be dealt with accordingly.

For your information and strict compliance.

  
**EDGARDO E. TULIN**  
President *oic 9/29/23*