

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte

OFFICE OF THE PRESIDENT

February 19, 1998

MEMORANDUM NO. 24

Series of 1998

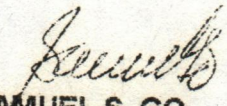
T O: All Department/Office Heads and Center Directors
**R E: Strict Implementation of the Official Working Hours
of Administrative Staff**

Following the provisions of Sec. 5, Rule XVII of the Omnibus Rules Implementing Book V of EO 292, as a general rule, the government office hours is from 8:00 a.m. – 12:00 noon and from 1:00 p.m. – 5:00 p.m. Furthermore, in Sec. 1 of same rule, it is considered the duty of the head of agency to require all employees under him to strictly observe the prescribed office hours.

These provisions of law have been strictly implemented to all the administrative staff working in the administration building and those left behind in the lower campus. Unfortunately, we have not strictly monitored attendance of administrative staff in academic departments and research centers.

Effective immediately therefore, office heads are directed to enforce on their administrative staff the strict compliance of office hours mentioned above. Implementation of this requirement should be closely monitored by the Administrative Officer V and the Vice President for Administration.

For strict compliance.


SAMUEL S. GO
President

cc: Administrative Officer V
Vice President for Administration