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Office of the President

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MEMORANDUM CIRCULAR NO. 59
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T O: All Faculty Members

R E: Continued Use of CSR for Faculty Members

For the information of all faculty members, the use of CSR for faculty members paid on monthly basis in lieu of CS Form 48 (Daily Time Record) is already allowed by the Civil Service Commission as contained in its Audit Narrative Report after it conducted personnel audit of the university last May 28 – 30, 2007, subject, however to certain conditions, the pertinent portions of said report is herewith quoted to wit:

"1. The SUC President should require all personnel (teaching and non-teaching including officials of the university to reflect their actual time of arrival and departure from the office in the morning and afternoon in the attendance logbook.
Xxx."

"2. xxx.

"3. The use of CSR for faculty members in lieu of CS Form 48 should be subject to the conditions prescribed in CSC M.C. #21, s. of 1991 in the light of CSC Res. No. 93-2711 dated July 22, 1993 (Manila, Jaime), pertinent portion of which reads:

"xxx

The WVSU Board of Trustees in a meeting on August 19, 1976 passed Resolution No. 69, s. 1976 authorizing the faculty members of the school of medicine to use the CSF similar to U.P. Form No. 48. Further, that aside from being faculty members of the College of Medicine, these physicians are also concurrently hired as consultants of the University Hospital, and on call for 24 hours a day, depending on the specialty and the number of staff in the clinical departments.

CSC Memorandum Circular No. 21, s. 1991 explicitly provides:

"C. Use of Bundy clock and other Records of Attendance.

1. All officers and employees shall record their daily attendance on the proper form or whenever possible, have them registered on the bundy clock. Any other means of recording attendance may be allowed provided their respective names and signatures as well as the time of their actual arrival to and departure from office are indicated, subject to verification. (Emphasis supplied)

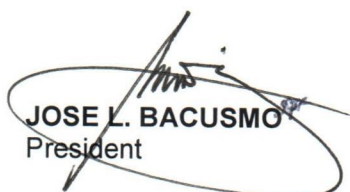
Further, Section 2, Rule XVII of the Omnibus Rules Implementing Book V of E.O. 292 and other pertinent Civil Service Laws, provide:

"Sec. 2. Each head of the department or agency shall require a daily record of attendance of all the officers and employees under him including those serving in the field or on the water, to be kept in the proper form. And, whenever possible, registered on the bundy clock."

Based on the above, the use of CSR by our faculty members is deemed allowed by the Civil Service Commission. CSR duly signed by the faculty member concerned and the appropriate approving official shall be used to support claims for salaries and other benefits. However, it goes with it that we have to comply with the conditions set by recording the daily attendance of faculty members in the department/center/office logbook in the absence of bundy clock.

Department Heads, Center Directors and College Deans are therefore directed to ensure that the attendance of faculty members are recorded in the respective logbooks. Personnel assigned in every department/center who are authorized/directed to monitor attendance of administrative staff are likewise assigned to submit to HRMDO photocopies of the logbook of attendance of faculty members for systematic filing and ready for inspection by the Civil Service Commission anytime.

Please be guided accordingly.


JOSE L. BACUSMO
President