



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>



**OFFICE CIRCULAR**  
**NO. 2016 - 01**

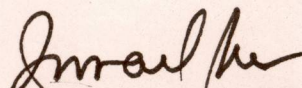
November 16, 2016

**SUBJECT : ADOPTION OF NEW FLEXI-TIME SCHEDULE / POLICY ON ATTENDANCE**

In response to the numerous appeal/request from employees to adjust work schedule so that tardiness is addressed or reduced, the DILG Central Office, in consonance with the Civil Service Commission (CSC) Memorandum Circular No. 21, series of 1991, CSC Memorandum Circular No. 5, series of 1997, and Office of the President Memorandum Circular No. 3 dated August 8, 2016, hereby adopts a new flexi-time schedule and policy on attendance, as follows:

1. Section 6, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order (EO) No. 292, s. 1987, states that flexible time may be allowed subject to the discretion of the head of department or agency, provided that the weekly working hours shall not be reduced in the event the department/agency adopts the flexi-time schedule in reporting for work, **thus, the adjusted/extended reporting and/or working schedule in the DILG Central Office may start from 7:30AM - 9:00AM and may stop working at 4:30PM - 6:00PM, provided the required eight-hour work/day has been complied and/or satisfied.**
2. To ensure and facilitate compulsory attendance in the Flag Raising Ceremony, flexi-time should be observed from **7:30 AM to 8:15AM (on Mondays only)**. Nevertheless, the eight-hour work requirement on the said day (Monday) must be complied.
3. All DILG Central Office personnel, including the reassigned and detailed personnel shall observe the flexi-time schedule and must log in and log out their daily attendance through the Biometrics Machine, except those employees/personnel who are formally exempted therefrom because of the nature and scope of their duties and responsibilities.
4. An employee who fails to register his/her attendance in the Biometrics Machine on any given working day, for whatever reason, should log in/log out his/her attendance in the log-book (record of attendance) maintained by the Security Guard/personnel on duty. The concerned personnel should immediately report such failure to the Personnel Division, Administrative Service.

This Circular takes effect immediately.

  
**ISMAEL D. SUENO**  
Secretary 