



DILGinsider

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Proper office decorum decoded

Proper decorum in the workplace plays a significant role in reflecting an organization's behavioral standards. As public servants, all eyes are on us that is why it is important for us to display good manners and right conduct as these two are essential in building and sustaining our organization's credibility.

And to remind the employees of the Department of the Interior and Local Government (DILG) on the observance of proper decorum, Assistant Secretary Ester A. Aldana gave a rundown of the rules and regulations that should be adopted and adhered to by the employees at all times during the flag ceremony recently.

"This observance of proper decorum in the Department is in line with the pronouncement of President Rodrigo Duterte on the conduct of appropriate and dignified manners expected of government employees particularly of our functions during office hours," Aldana said.

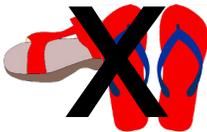
The rules and regulations are as follows:



- ✓ Prescribed uniform (blouse, polo barong, and pants) should be worn following the given schedule. Employees must be dressed appropriately on days they are exempted from wearing the uniform;



- ✓ Adoption of an internal working schedule and provision of skeletal personnel during lunch and snack time consistent with the "No Break Time Policy" under The Anti-Red Tape Act of 2007;



- ✓ Appropriate footwear must be observed. Wearing of slippers, sandals, and bakya is not allowed;



- ✓ Avoid malingering (feigning illness to avoid work) and going to malls during office hours;



- ✓ Availability of services during consultations and dialogues.



- ✓ Drinking liquor and gambling during office hours are strictly prohibited.



- ✓ Be visible at all times in designated work areas and avoid loitering in the Department's premises except for official transactions;



- ✓ Indulging in idleness and rumor-mongering and solicitation and acceptance of gifts for approved requests/actions are strictly prohibited.



- ✓ Staying put in assigned areas during work duties as well as when taking breakfast and merienda;



- ✓ Punctuality in attendance to office work adopting flexing work hours;



- ✓ No smoking within the office premises.



- ✓ All other acts deemed illegal and unauthorized are also prohibited.

Employees are also told that except for Liaison Officers (LOs), leaving the building premises may only be allowed on the following instances: (1) to attend official appointments/meetings/commitments; and (2) to transact business with government offices can only be done during office hours.

A Permission to Leave (PTL) shall be accomplished signed by the head of office/unit in three (3) copies –for concerned personnel, for Administrative Service (AS) and for the Guard on Duty which will be stamped by the Guard. In case of attendance to official appointment/meetings/commitments, a PTL is no longer required.

Personnel who fails to submit the required PTL form shall be included in the list of personnel without approved PTL slip. The number of unauthorized minutes/hours corresponding to the time spent outside the office shall be deducted from the leave credits of concerned employees.

By following the above-mentioned do's and don'ts in the Department, we can live up to our brand personality traits which are *Matino, Mahusay at Maaasahan.*

Daryl M. Jaramilla

DILG-CO QUALITY POLICY

We, the DILG Central Office, commit to formulate sound policies and provide effective technical and administrative services to promote excellence in local governance, strengthen local government capacities, and enhance the service delivery of our Regional and Field Offices.