



Republic of the Philippines  
Professional Regulation Commission  
Manila



MEMORANDUM ORDER NO. 80  
Series of 2020  
December 10, 2020

TO : **ALL PRC OFFICERS AND PERSONNEL**  
Central and Regional Offices

SUBJECT : **POLICIES AND GUIDELINES ON FLEXIBLE WORKING HOURS**

Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 25 s. 2019 on the Revised Guidelines on Flexible Working Hours in the Government, the following guidelines relative to flexible working hours in the Professional Regulation Commission (PRC) are hereby prescribed:

**I. Guidelines**

1. Office hours shall start at 7:00 AM and end at 7:00 PM.
2. Flexi-time shall mean personnel can report to office and sign-in anytime between 7:00 AM and 9:00 AM and leave anytime between 4:00 PM and 6:00 PM, provided that the required eight (8) hours of work in one day has been rendered.

Personnel who report for work at 9:01 AM or later shall be considered tardy. Personnel who leave the office with less than 8-hour service shall be subject to applicable CSC rules on undertime and leave credits deduction.

For Compressed Workweek, flexi-time shall mean personnel can report to office and sign-in anytime between 7:00 AM and 8:00 AM and leave anytime between 6:00 PM and 7:00 PM, provided that the required ten (10) hours of work in one day has been rendered.

For Compressed Workweek, personnel who report for work at 8:01 AM or later shall be considered tardy. Personnel who leave the office with less than 10-hour service shall be subject to applicable CSC rules on undertime and leave credits deduction.

All employees attending official business outside PRC shall accomplish the pre-numbered pass slip prior to its use. In case the employee fails to accomplish the pass slip due to urgency of the service, the employee must accomplish the same upon his/her return to the office. All employees attending official business outside PRC without the required pass slip, travel or office order will be considered absent/tardy/halfday/undertime on that particular day/s or will be charged with leave or salary deductions accordingly.<sup>1</sup>

3. All personnel shall attend the flag-raising ceremony every Monday, or the next working day if Monday is declared a holiday or non-working holiday, at 8:00 AM and all available personnel shall attend the flag-lowering ceremony, every Friday or the last working day of each week at 5:00 PM. Personnel who will report for work at 8:01 AM or later shall be considered tardy.
4. To ensure continuous and efficient service to the public from 8:00 AM - 5:00 PM, Heads of Offices/Divisions/Units shall ensure that their staff's work arrangement will not interrupt the delivery of services within their respective offices and even during noon break.
5. Personnel shall continue to record their office attendance by signing the logsheet upon arrival and departure, aside from the generated Daily Time Record (DTR).

<sup>1</sup> Office Order No. 2009-44 dated 28 January 2009

6. The noon break shall remain from 12:00 NN - 1:00 PM.
7. Recording of attendance during regular working days shall be strictly observed by all personnel, including mid-day/noon breaks. Non-registration of IN or OUT for the whole day on either the Attendance Monitoring System (AMS) or logsheet will be considered an absence. Further, no IN/OUT entries in the same during noon break will be considered half day.<sup>2</sup>
8. The supervisor may require staff to report to the office on a specific time schedule or extend their working hours when there are deadlines to be met, office meetings, or any other exigency of the service.
9. Any work beyond forty (40) hours a week shall be subject to overtime pay or compensatory time-off as may be authorized by the Head of Agency in accordance with the provision of Memorandum Order No. 2019-17 dated 26 April 2019.

## **II. Prohibition**

1. There shall be no off-setting of tardiness or absences by working for an equivalent number of minutes or hours tardy beyond the flexi-time period under these guidelines, or days absent.

## **III. Exemptions**

1. Utility workers, drivers and other maintenance personnel, by the nature of their jobs, are not covered by this flexi-time schedule. They shall be subject to schedules required by the Chief/Officer-in-Charge (OIC) of the General Services Division.
2. Directors/OICs are not covered by this scheme and shall observe the following:<sup>3</sup>
  - a. They are required to render services for a total of forty (40) hours a week, exclusive of time for lunch, except Saturdays, Sundays and holidays within the period from 7:00 AM – 7:00 PM only.
  - b. They shall submit at the end of the month the duly-signed Record of Attendance (See Annex A) to HRDD which shall monitor compliance with the 40-hour-a-week requirement and prepare a monthly certificate of service. The Record of Attendance shall be the basis for their attendance, leave computation, and payroll.
3. The flexi-time rules shall not cover those personnel working under work-from-home arrangement during the COVID-19 Pandemic.<sup>4</sup>

## **IV. Responsibility**

1. Supervisors shall be responsible for the following:
  - a. Ensure that the interest of the service and the public shall not be impaired by implementing this policy on flexi-time. An appropriate work arrangement shall be adopted on a rotation basis, as often as necessary.
  - b. Require, through a monthly, quarterly or semestral work plan, specific outputs of their staff and specific deadlines for their accomplishments. They shall devise a monitoring and rating system that shall be utilized to prepare the Accomplishment Report on each employee.
  - c. Recommend appropriate administrative sanctions against personnel who continue to incur tardiness, undertime and absences in excess of the number of times allowed under CSC and PRC rules.

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<sup>2</sup> Office Memorandum No. 2005-20 dated 19 October 2005

<sup>3</sup> PRC Resolution No. 2007-408

<sup>4</sup> CSC MC No. 18 s. 2020

- d. Submit a certification to HRDD on or before every end of the month indicating the date/s, name of the employee concerned and valid reason in case of failure to register ingress or egress with the AMS during noon break. The valid reasons shall be limited to the following:<sup>5</sup>
    - Employees who were serving the public
    - Employees who were attending meeting, conference, hearing and other official engagement
    - Employees who were on official business transaction inside or outside the PRC premises
    - Medical or health reasons
  - e. Shall submit a duly-approved list of employees who will avail Flexi-time or Four-day (Compressed) Workweek for attendance monitoring purposes.
2. The Chief/OIC, HRDD shall be responsible for the following:
- a. Monitor, especially during the first six (6) months of implementation of Flexi-time, the attendance reports of the various offices/divisions/unit to ascertain adherence to the rule herein prescribed.
  - b. Directly inform Heads of Offices/Division/Unit on any perceived irregularity in implementation and, accordingly, suggest measures to correct the same.
3. All personnel shall observe the submission of the following duly-signed documents to the HRDD:
- a. Report of flag-raising attendance - before 12:00 NN of the same day<sup>6</sup>
  - b. Daily Logbook of Attendance (DLA) - not later than 10:00 AM of the succeeding working day<sup>7</sup>
  - c. Daily Report of Attendance (DRA) - on or before 3:00 PM of the same day<sup>8</sup>
  - d. DTR - within two (2) working days upon receipt<sup>9</sup>

This Order shall take effect immediately.

For compliance.



**TEOFILO S. PILANDO, JR.**  
Chairman

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<sup>5</sup> Office Memorandum No. 2006-09 dated 04 April 2006

<sup>6</sup> Office Memorandum No. 2009-14 dated 12 August 2009

<sup>7</sup> Office Memorandum No. 2009-20 dated 20 August 2009

<sup>8</sup> Office Order No. 2015-13 dated 12 January 2015

<sup>9</sup> Office Memorandum No. 2016-03 dated 09 February 2016



**PROFESSIONAL REGULATION COMMISSION**  
**P. Paredes St. Cor. N. Reyes St., Sampaloc Manila**

**RECORD OF ATTENDANCE**

**MONTH/YEAR:** \_\_\_\_\_

**OFFICE:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

DAYS	MORNING		AFTERNOON		OVERTIME		REMARKS
	IN	OUT	IN	OUT	IN	OUT	
1							
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I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and the departure from office.

\_\_\_\_\_  
Director/OIC