

**[ CSC MEMORANDUM CIRCULAR NO. 47, s. 1993,  
November 22, 1993 ]**

**OBSERVANCE OF PRESCRIBED OFFICE HOURS IN LOCAL  
GOVERNMENT UNITS**

As prescribed in Rule XVII (Government Office Hours) of the CSC Omnibus Rules Implementing Book V of E.O. 292, officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours or a total of forty hours a week, exclusive of time for lunch.

Heads of departments or agencies have the duty to require all officers and employees under them to strictly observe the prescribed office hours and to require them to record their daily attendance on the proper form and whenever possible, registered on the bundy clock.

It has come to the attention of the Commission that Sanggunian Secretaries and Heads of Departments in Local Government Units are not observing the prescribed office hours and are not recording their daily attendance in the proper form which is detrimental to public service. Such acts are proper subject of administrative disciplinary actions.

In order to instill discipline and in the interest of the service, the Commission, pursuant to its en banc Resolution No. 93-4664 promulgated on October 19, 1993 enjoins all heads of local government units, governors, mayors, vice governors and vice mayors to strictly implement the foregoing civil Service Rules on Office Hours.

All Sanggunian Secretaries and Department Heads of Local Government Units are directed to observe the prescribed office hours and to record their attendance in appropriate manner allowed by Civil Service rules and regulations.

For strict compliance.

This Memorandum Circular shall take effect immediately.

Adopted: 22 Nov. 1993

(Sgd.) PATRICIA A. STO. TOMAS  
*Chairman*

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