

## **[ CSC MEMORANDUM CIRCULAR NO. 21, June 24, 1991 ]**

### **POLICY ON WORKING HOURS FOR GOVERNMENT OFFICIALS AND EMPLOYEES**

It has been observed that there have been numerous requests from different agencies/offices for the rescheduling of working hours of its employees as well as on other matters relative thereto.

The Civil Service Commission, being the central personnel agency of the government, in order to establish a uniform application and proper observance of the schedule of working hours in all government offices for the convenience of the public, and pursuant to CSC Resolution No. 91-677 dated June 4, 1991 hereby adopts the following policies in connection therewith:

#### **A**

#### **Forty-Hour Work Week**

1. All government officials and employees are required to render *eight (8) working hours a day for five working days a week or a total of forty (40) hours a week*, exclusive of time for lunch.
2. The normal working hours of government officials and employees shall be from, *viz:*  
  
8:00 a.m. — 12:00 a.m.  
1:00 p.m. — 5:00 p.m.
3. In the exigency of the service, or when necessary by the nature of the work of a particular agency and upon representations with the Commission by the Department heads concerned, requests for the rescheduling or shifting of work schedule of a particular agency for a number of working days less than the required five (5) days may be allowed provided that government officials and employees render a total of forty hours a week and provided further that the public is assured of core working hours of eight in the morning (8 a.m.) to five in the afternoon (5 p.m.) continuously for the duration of the entire work week.

#### **B**

#### **Flexible Working Hours**

1. In no case shall the working hours be reduced in the event officials and employees elect to adopt flexi-time in reporting for work, in which case, CSC MC No. 14, s. 1989 (Adoption of Flexible Working Hours in the Government Service) shall be strictly complied with.