



**MEMORANDUM CIRCULAR**  
NO. 011  
Series of 2020

MAR 12 2020

**SUBJECT: FLEXI TIME WORK SCHEDULE AT THE ENVIRONMENTAL MANAGEMENT BUREAU – CENTRAL OFFICE**

Pursuant to the CSC Memorandum Circular No. 25, series of 2019, the following guidelines are hereby adopted for the implementation of the Flexi-time Working Schedule, hereinafter referred to as Flexi-time.

**Section 1. Scope.** The Flexi-time covers all permanent rank-and-file employees up to Division Chief level irrespective of their employment status.

**Section 2. Regular Working Hours.** The regular working hours shall be from 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm. Employees are required as much as possible to observe the regular working hours.

**Section 3. Flexi-time Working Schedule.** Notwithstanding the provisions of the next preceding Section, an employee may avail of the flexi-time herein prescribed, which commences at 7:00 am and closes at 6:00 pm of the same day, except on Mondays.

- 3.1 The flexible time within which an employee may report to work shall be between 7:00 am and 9:00 am. He or she shall render at least eight-hour services within the day exclusive of the one-hour lunch break. Any employee who renders services for less than eight hours shall be considered undertime.
- 3.2 Any reporting time of an employee earlier than 7:00 am shall not be counted in determining the number of hours he/she rendered services. On the other hand, if the reporting time of an employee is 09:01 am or later, he/she shall automatically be considered tardy.

Hence, the flexible working hours in the Office shall be:

DAY	ARRIVAL	LUNCH BREAK	DEPARTURE
Monday	8:00 am	12:00 pm – 01:00 pm	5:00 pm
Tuesday-Friday	7:00 am – 9:00 am	12:00 pm – 01:00 pm	4:00 pm – 6:00 pm

- 3.3 To ensure a continuous and efficient service, a sufficient number of employees in a Division or organizational unit shall be required to be present during the regular working hours prescribed in Section 2. This may be made on a rotation basis, or on some other arrangement as may be devised and agreed upon by the Division Chief/Supervisor and the employee concerned.

**Section 4. Extraordinary Circumstances.** Under extraordinary circumstances, the Head of Office/Division may require his staff to extend daily working hours or to report to work on

