



BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER

Baguio City
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HOSPITAL MEMORANDUM

No. 2019- 040

10832
JCCR
CEASAR N. DAMASCO
10-28-19

TO : ALL REGULAR PLANTILLA EMPLOYEES OF NURSING SERVICE, MEDICAL ALLIED OFFICES, DIETARY SERVICE, SOCIAL SERVICE OFFICE, HEALTH INFORMATION MANAGEMENT OFFICE, HOPSS AND FINANCE SERVICE

FROM :  RICARDO B. RUNEZ, JR., MD, FPCS, MHA, CESE
Medical Center Chief II  

SUBJECT : COMPLIANCE TO CSC MANDATED GOVERNMENT WORKING HOURS, ATTENDANCE AND OVERTIME RULES

DATE : 21 October 2019

As a result of the Human Resource Processes re-orientation conducted last September 18, 2019, the following covers the agreements, reiterations, new policies for **STRICT IMPLEMENTATION**.

1. **On Government Working Hours** - all provisions contained in Hospital Memorandum No. 2017-0049 are still enforced. Further, in view of the observations being practiced as discussed during the orientation which are in violation of CSC policies and said Hospital Memorandum, the following are **EMPHASIZED**:
 - 1.1 Rendition of forty (40) work hours a week exclusive of meal break. One hour meal break during daytime (work hours rendered between 6:00 am to 5:00 pm) and a 30-minutes meal break for work hours rendered between 3:00 pm to 7:00 am the following day is required (*for Nursing Service, see separate HM on Work Schedule*). Computation of work hours rendered is 40-hours a week and can never be by the number of working days a month;
 - 1.2 All employees in the above mentioned offices shall render eight (8) hours of work a day for five days a week. Straight duty of 12-hours or more is not allowed;
 - 1.3 Work hours rendered below 40 hours will be considered as undertime and corresponding hours/minutes incurred shall be reflected in the Monthly Report on Attendance (MRA). Further, any staff who incurs one or more unauthorized absence/s (without approved application for leave) will be subjected for disciplinary action;
 - 1.4 The official recording of attendance is the electronic daily time record (E-DTR). Failure to log-out/in during lunch break or to log out at the end of working hours for the day may result in half-day attendance only. Further handwritten entries (in and out) in the DTR for a working day is considered absent;



- 1.5 Off-setting of tardiness or absences by working for an equivalent number of hours by which the employee has been tardy or absent, beyond the approved working hours of the employee concerned, shall not be allowed (*Rule XVII, Section 9 of EO 292*);
 - 1.6 Each staff shall have a 2 days off a week. In no case can a staff go on a 3-days off a week because of the 40-work hours a week requirement. In such case, employee must either be on leave, compensatory time-off, official time, official business or on absence without leave;
 - 1.7 Schedule of duties are prepared and approved by division chief concerned 2 weeks before ensuing month. Rational distribution of work schedule should be observed at all times taking into consideration weekends and holidays to be equitably distributed to all staff. In no way shall a contract of service staff made to report on grave yard shift (*HM 2018-0020*);
 - 1.8 Swapping of schedule is not allowed. In case an employee cannot report for duty per schedule, the employee must file for a leave and an on-call services of another staff must be done. In such case, the hours rendered by the on-call staff should be filed as overtime request;
 - 1.9 For transparency purposes approved schedules should be posted in a designated area per office. Said schedule should be filed and readily available for audit purpose;
 - 1.10 Leaving the hospital/office premises for personal reason is considered undertime and the time incurred for such must be supported by a Locator Slip. The time incurred must be reflected in the MRA for deduction in the vacation leave credits. An employee found to be outside the office with no locator slip will be considered as loafing during office hours and may be administratively charged and penalized with suspension or dismissal from service pursuant to civil service law, rules and regulations;
 - 1.11 Falsification or irregularities in the recording of attendance will render the employee administratively liable without prejudice to criminal prosecution as the circumstances warrant. (*Rule XVII, Section 4 of EO 292*)
2. **On Overtime Services** – guidelines on the rendition of overtime services is covered by **Hospital Memorandum No. 2018-0038**. Reiteration is made on the following:
- 2.1 Filing of overtime request should be done prior to the rendition of overtime. In case of emergency OT, the request should be filed and approved immediately after the rendition of service;
 - 2.2 The official repository and monitoring of overtime earned and used CTO is the HRMO, therefore, filing of application for Compensatory Time Off is done at the Human Resource Management Office;
 - 2.3 “Compensatory Time Off” and not “Off” should be indicated in the DTR as “off” connotes a day-off. Inaccurate information indicated in the DTR can result to deduction from leave credits because of apparent non-compliance to 40-hour per week rule (Sec. 1.3);
 - 2.4 As contained in the HM, employees without approved overtime request shall not be allowed to be lingering in the offices especially during weekends and holidays. In addition, timing-in and out without approved overtime or if not on duty is strictly prohibited.



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3. On Leaves

- 3.1 Sick leave -notice of absence should be sent to the immediate supervisor and/or Division Chief. Sick leave should be applied in advance in cases where the employee will undergo medical examination , operation or is advised to rest in view of ill health duly supported by a medical certificate especially for lengthy leaves . In ordinary application for sick leave not exceeding five days, the head of office and or division chief may determine whether or not granting of sick leave is proper under the circumstances. In case of doubt, a medical certificate may be required. ***(Rule XVI, Section 53 of EO 292 and Amended by CSC MC No. 41, s. 1998)***
- In case of emergency lengthy sick leave (i.e. emergency operation due to ruptured appendix), the HR should also be informed so that appropriate advise should be given;
 - Medical Certificate issued outside the Hospital should be presented by the staff to the Family Medicine Employees Clinic for verification purposes.
- 3.2 All application for leaves of employees should be acted upon by the immediate Supervisor and Division Chief within 5 days from application. Leaves not acted upon within 5 days is deemed approved ***(Rule XVI, Sec. 49 of EO 292)***
- . If application is **disapproved** (both by supervisor and division chief), supervisor should indicate reason and inform the concerned employee. The application for leave should still be attached to the DTR for reference by the Payroll Master and Leaves Specialist. The employee shall accomplish the cancellation form at the HRMO for disapproved leave.
- 3.3 Letters of explanation (LOE) shall be the basis of the supervisor and division chief to approve or disapprove filed leave/s. Therefore, supervisors are required to review the reason indicated and to keep track of the frequency of submission of LOEs of their staff;
- 3.4 Approval or disapproval of leaves, especially vacation leave, lies solely in the discretion of the supervisor (recommending) and division chief/medical center chief. The following reasons are to be taken into consideration:
- 3.4.1 reason given
 - 3.4.2 length of filed leave
 - 3.4.3 staffing complement in the area in order to ensure that there is enough manpower
 - 3.4.4 date the leave is filed (especially for late filing)

Note: *leave credits are already available upon filing of e-leave and this may be used also as basis for the action of the supervisor. **Taking a vacation leave without enough leave credits is not a right because one cannot claim a privilege not yet earned. This has also an effect in all the benefits (present and future).***

Implementation of these policies shall be the responsibility of the supervisors. Issue or complaints raised because of deviation from above will be answered by the supervisor.