

Date: October 2, 2023  
From: Office of the President (RUS and RLU)  
To: HRD, Timekeeping and all Department Heads  
Subject: Timekeeping Policy

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**All employees of the company needs to time in and time out.**

Anyone going in and out of company premises must time in and must time out regardless of reason (ob, breaks, etc). Managers (for timekeeping) and security guards (for building monitoring) must ensure the consistency of timing in and timing out. Hours worked and payment due will be based on attendance logs from our biometric devices.

If moving between one location to the next (example office to branch, timog to oculus, or branch to branch)- time out from first location and time in on the second location. There is no reason why timing in and out from one eo location to the next cannot be done. We will not accept NTIO for movements between eo offices/warehouses/lab and branch locations. HR will compute the standard travel time between the two locations according to audit time allowances, anything beyond the time allowances will be counted as over break.

Any changes in time and location, lwop, vl, sl, ob, ntio etc needs approval/ signature of immediate superior. If no signed TAS is presented, HR will compute salary based on time registered in our bioclock. No special cases like one day OB or half day OB will be exempted from the TAS approval requirement. Positions directly reporting to Rachelle Uy and Rhyann Uy are NOT exempted from the requirement to submit signed TAS forms.

For non-flexi positions, time is counted according to hours worked. Therefore Overbreaks or missing entries will reduce daily payable.

For flexi-time positions you need to render the number of hours required per week. You still have to time in and out every time you leave company premises. We will compute total hours worked towards the time requirement. Time rendered per day must be at least one hour before it will be counted as attendance.

In compliance to Philippine Labor Law, for flexi-time employees, the maximum number of working hours counted toward the workweek requirement is maximum of 10 hours per day. For managers, you are expected to deliver deliverables. There is no overtime or offsetting for managers. The purpose of Flexitime is to allow you to rest when you need to and have flexibility to do other things during the workweek, as long as the minimum number of hours worked per week is met. However, Managers are expected to show up and deliver results. Completing the minimum number of hours per work week but not delivering results is not acceptable. When the need arises, managers should be willing to go BEYOND the minimum time per week to meet their deadlines. Excuses such as, "I was not able to finish because I work only 9-6pm", or "I will just monitor through the phone (during critical situations) clearly shows the person is not fit for the job.

For those who travel to branches, you need to time in and time out of branches visited. No time in and No time out will mean no attendance even if OB. For provincial travel (example head office visiting provinces) maximum hours credited will be 10 hours per day regardless of the length of travel. One OB day is either 8 or 10 hours depending on actual time logs based on travel documents or branch time logs. The only exemption is if the person travelling is a rank and file or someone who is eligible for overtime.

If travelling to a location which is not an EO business unit, the immediate superior needs to sign employee TAS and in effect, vouches that the employee did in fact go to the location and does not have access to an EO bioclock. Manager should not sign a TAS form if employee went to an EO business unit with bioclock but did not time in or time out.

I recognize we make mistakes or forget sometimes. To be reasonable, I have instructed Time keeping to accommodate reasonable, verifiable and non-repeating offenses. However, if the requests for consideration from the same person or department are repeated and habitual, Time keeping will not accept the requests. HRD needs to release to all departments their timekeeping policies and implementation guidelines in compliance to this memo.

As Managers and employees of this company we are stewards of the company name, resources and assets. Company assets include money, brand reputation , physical inventory -merchandise, facilities and equipments, as well as the time rendered during paid working hours. Cheating or misrepresenting your time record is considered theft. Manipulating or misdeclaration of your attendance record -such as timing in but leaving premises without timing out (missing during working hours) or Declaration of visits or meetings that didn't occur are considered fraud and will lead to termination.

We trust and respect each other as professionals and colleagues. As much as we want to loosen the time reporting requirements, it is unfortunate that there are people who take advantage of the trust given to them to abuse and defraud the system.

All of us earn our living from this company. It is to our mutual benefit that this company operates efficiently and sustainably. I strongly urge everyone to report all forms of theft or fraud to our Cases Committee- headed by Mr. Archie Lipatan of Audit Dept, Ms Marlene Navarro of Treasury Department and Atty Wency Fernandez of Legal. You may report irregularities or offenses through cellphone or viber number 0998-5779125 and through email: [hotline@eo-executiveoptical.com](mailto:hotline@eo-executiveoptical.com)

Colossians 3:23-24 says *“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”* Ultimately your work is not for EO or for the owners. It is for your eternal reward after this life on earth.

Let us use the time given to us on this earth wisely by doing our best to improve the area or departments entrusted to us, blessing the customers that we serve and encouraging the colleagues and subordinates who serve with us.

