DRN: **III-FO-HRMDD-PAS-A-COMM-25-07-53066-H**

**MEMORANDUM**

|  |  |  |
| --- | --- | --- |
| **TO** | **:** | **ALL OFFICIALS AND PERSONNEL**  DSWD Field Office III |
| **FROM** | **:** | **THE REGIONAL DIRECTOR** |
| **SUBJECT** | **:** | **CLARIFICATORY GUIDELINES ON FULL FLEXI-TIME WORK ARRANGEMENT** |
| **DATE** | **:** | **15 JULY 2025** |

In view of the memorandum issued by the Human Resource Management and Development Division (HRMDD) relative to the implementation of the Full Flexi-Time Work Arrangement effective **July 1, 2025**, and in reference to the provisions of the **DSWD Official Employee Handbook**, this is to furnish you the clarificatory guidelines for unified understanding and implementation.

1. **Core Working Hours under Full Flexi-Time**

First Working Day of the Week (e.g., Monday):

* Core time: 8:00 A.M. to 4:00 P.M.
* Reporting window: 7:00 A.M. to 8:00 A.M.
* Leaving window: 4:00 P.M. to 6:30 P.M.

Second to the Last Working Day of the Week (e.g., Tuesday to Friday):

* Core time: 9:30 A.M. to 4:00 P.M.
* Reporting window: 7:00 A.M. to 9:30 A.M.
* Leaving window: 4:00 P.M. to 6:30 P.M.

As mandated under CSC Memorandum Circular 25, Series of 2019, or the Revised Guidelines on Flexible Working Hours in the Government, all employees are expected to render **not less than a total of forty (40) hours** of work a week for 5 days, exclusive of lunch breaks. Any deviation from the above core hours, including late reporting, morning absences, or early departure, must be covered with approved leave forms or Compensatory Day-Off (CDO) applications, as applicable.

1. **Guidelines on Tardiness and Undertime**

An employee or COS worker shall be considered **tardy** under the following conditions:

* Reporting **later than 8:00 A.M.** on Monday (or first working day of the week)
* Reporting **beyond 9:30 A.M.** from Tuesday to Friday
* Being **absent in the morning** without an approved leave form or locator slip/CDO (for COS workers)
* Reporting in the **afternoon beyond 1:00 P.M.**, unless covered by a Special Order assigning duty during the no-lunch break period

An employee or COS worker shall be considered **on undertime** in the following cases:

* Leaving the office **before 4:00 P.M.** without approved leave or locator slip
* Being **absent in the afternoon** without approved leave or CDO (for COS workers)
* Failing to complete the required **forty (40) work hours per week**, exclusive of lunch break

1. **Exemptions from the General Rule**

When the end of a month and the beginning of the next fall within the same workweek, the Full Flexi-Time schedule shall be adjusted as follows:

**Example**: Last week of May 2023 and 1st week of June 2023

May 29 Monday

May 30 Tuesday

May 31 Wednesday

June 1 Thursday

June 2 Friday

May 29–31 (Monday to Wednesday) — considered as part of the current month

June 1–2 (Thursday to Friday) — considered as part of the succeeding month

In such cases, the 40-hour weekly requirement shall be distributed accordingly:

24 hours for the first three days of the week

16 hours for the last two days of the week

Further**,** to facilitate the Mid-Month payroll processing for the COS Workers, the flexi-time schedule shall also be adjusted during weeks that cover the transition from the 15th to the 16th day of the month:

Example: The last week of the 1st half of April 2020, or the period April 1 to

15, 2020, covers:

April 13 Monday

April 14 Tuesday

April 15 Wednesday

First week of the 2nd half od April 2020, or the period of April 16 to 30,

2020, covers:

April 16 Thursdays

April 17 Friday

April 13–15 (Monday to Wednesday) — Last week of the 1st half

April 16–17 (Thursday to Friday) — First week of the 2nd half

The 40-hour weekly requirement shall still apply and be distributed across the appropriate payroll periods.

Likewise, it is worthy to note that **offsetting of tardiness or absences** by rendering the equivalent number of minutes or hours by which personnel has been tardy beyond regular or approved schedules **is not allowed** for **COS workers**, consistent with existing administrative and auditing regulations.

1. **Residential Care Facility and Shift-Based Exceptions**

Personnel assigned in **Residential Care Facilities (RCFs)** are entitled to full flexi-time, **except** those with **shifting schedules**, such as:

* Houseparents
* Security Guards
* Nurses
* Other staff required for **24/7 or rotating coverage**

These personnel shall continue to follow their approved duty schedules unless otherwise directed by management.

Lastly, all employees/personnel must log in and out through the official **Attendance Log Module,** and back up log mechanisms: **Biometrics and Logbooks**. Division and Section Heads are expected to monitor compliance and ensure that flexible work arrangements do not affect productivity or service delivery.

For questions or further clarification, you may reach the Personnel Administration Section at [personnel.fo3@dswd.gov.ph](mailto:personnel.fo3@dswd.gov.ph) or (045) 861-2413 local 129.

For your information and guidance.

**DIR. VENUS F. REBULDELA**

**MMB/JCM/JDDQ/129**