



Republic of the Philippines  
**MINISTRY OF PUBLIC WORKS**  
NIA Building, E. de los Santos Ave., Quezon City  
**OFFICE of the MINISTER**

7 January 1980

MINISTRY ORDER)

No. 80-1

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SUBJECT MATTER: DAILY ATTENDANCE OF  
OFFICIALS AND EMPLOYEES.

To: All Officials and Employees of the  
Ministry Proper and Staff Bureaus

Pursuant to the provisions of existing civil service laws, rules and regulations, and in order to enhance personnel discipline thru a systematic record of the punctuality and regular attendance of MPW personnel, the following instructions are hereby issued:

1. Pending the installation of bundy clocks to register each employee's daily time record, every division and any organizational unit of equivalent hierarchical status shall maintain a logbook where the daily record of attendance of personnel shall be registered. Entries in the employee's legible handwriting shall be in chronological order each morning.

Subsequently, all departures from and return to work shall be correspondingly posted by the employee opposite his name.

2. Each employee shall, as usual, keep a daily time record on C.S. Form 48. The section or division chief shall see to it that entries on this Form and those in the division logbook jibe.
3. Any personnel who leave office premises after having registered arrival shall accomplish the attached O.B. Slip in addition to indicating the time of his departure in the logbook specified in no. 1 above.

The Security Force on duty at the main entrance of the building shall receive the accomplished O.B. Slip and shall see to it that permission has been granted by the

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employee's supervisor.

4. Personnel rendering overtime services during Saturdays, Sundays and Holidays shall register their time of arrival and departure with the Security Guard on duty at the ground floor of the building. For this purpose, the Security Force shall maintain a separate log-book.
5. Only Service Chiefs, Bureau Directors and other officials of equivalent or higher rank are exempted from recording attendance and accomplishing O.B. Slips.
6. The Chief, Personnel Division, is hereby directed to mimeograph and distribute the necessary forms and insure a more or less uniform system of records keeping in implementation of these instructions.
7. A monthly report on personnel absences and tardiness shall be submitted by each division chief or head of organizational unit of equivalent hierarchical rank thru the respective Service Chief or Bureau Director to the Personnel Division not later than five calendar days from the beginning of the subsequent month. The Personnel Division shall prepare a summary report and furnish the Minister and Deputy Minister copies within seven calendar days from the beginning of the month.

This Order supersedes all previous orders on the matter and shall take effect immediately.

  
ALFREDO L. JUINIO  
Minister  
