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MINISTRY OF PUBLIC WORKS
OFFICE of the MINISTER
MPW Building, Bonifacio Drive, Port Area, Manila

14 January 1981

MINISTRY ORDER)

NO. 81-2)
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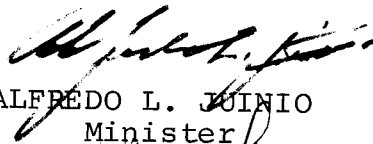
SUBJECT: Prescribing the Use of CSC
Form No. 48 and Use of Bundy
Clock for Time In and Out of
Official/Employees in Regional
and District Offices, this
Ministry

Pursuant to Section 686 of the Revised Administrative Code and Civil Service Rule XV, Section 4, each head of department or agency shall require a daily record of attendance of all the officers and employees under him, including those serving in the field or on water, to be kept on the proper form and, whenever possible, registered on the bundy clock. Only Chiefs and Assistant Chiefs of agencies who are appointed by the President or Officers who are of higher rank and other Presidential appointees are exempt from keeping their daily record of attendance, but all absences of such officers must be recorded.

In view hereof, and whenever possible daily record of attendance must be registered on the bundy clock using the prescribed daily time record, Civil Service Form No. 48, copy hereto attached. In the absence of a bundy clock, a log book or locator book must be maintained but the official/employee concerned must accomplish their respective CSC Form No. 48 which shall be verified by their immediate supervisors.

In case of temporary employees working directly in the field, their record of attendance shall be prepared by their timekeeper/foreman in charge and certified to by the next higher supervisor.

For strict compliance.


ALFREDO L. JUNIO
Minister

(Communicated)
1-19-81