



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

26 February 1988

DEPARTMENT ORDER)

NO. 24 *72*
Series of 1988 *3/21*

SUBJECT: OBSERVANCE OF OFFICE
RULES AND DECORUM

To promote greater efficiency and provide better public service in the Department, observance of the following office rules and decorum is hereby enjoined:

1. Attendance/Punctuality

- 1.1 The official working hours are from 8:00 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m., Mondays thru Fridays, except those declared non-working holidays.
- 1.2 Punctuality shall be strictly observed. Those found habitually late in reporting for work and/or early in leaving the office, shall be dealt with administratively, notwithstanding the fact that such tardiness and undertime may be charged against leave credits and considered one among the bases in rating employee performance.
- 1.3 All employees shall punch their time cards in the bundy clock upon arrival and before departure from the office. Punching the time card is purely a personal act and cannot be delegated as per Section 5 of CSC Rule XV.
- 1.4 In addition to the time card, each Office shall maintain a daily time record/logbook of attendance which shall indicate the time of arrival and departure of employees in the particular office, and all entries shall be in chronological order and must be consistent with the entries in the individual time cards.
- 1.5 Employees shall refrain from leaving their desks or place of work during office hours unless absolutely necessary, and under no circumstance will they leave without prior approval of their respective immediate superiors.

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2. Uniform and ID Cards

Wearing of complete uniform including ID's shall be observed by all officials and employees. Pending the approval of the new set of uniforms for 1988, the old ones shall be used.

3. Conduct and Behavior

Employees shall observe proper conduct and behavior at all times. They are not allowed to bring children to work, as they disrupt office operations. They are likewise prohibited from gambling, making loud noises, and drinking liquor during office hours.

4. Unauthorized Ambulant Vendors

For reasons of security and sanitation, vendors shall not be allowed to enter the premises to sell their wares. The Civil Security is hereby tasked to strictly enforce this directive, and the guards on duty shall be held liable for violation thereof.

To enforce strict observance and implementation of this order, all Heads of Offices, Division Chiefs, and other supervisors are hereby authorized to reprimand, file appropriate administrative charges and enforce other disciplinary measures against violators in their respective offices.

For immediate compliance.



J. NERY FERRER
Secretary