



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

097, 13 DPWH
10-14-2015

OCT 14 2015

DEPARTMENT ORDER)

NO. **157**)
Series of 2015)

**SUBJECT : Revised Guidelines on the
Implementation of the Integrated
Time and Attendance System
(ITAS) in the DPWH-Central Office**

To ensure the smooth implementation of the Integrated Time and Attendance System (ITAS) in the DPWH-Central Office using the biometric machines, the following guidelines are hereby prescribed:

1. **Coverage.** The ITAS in the DPWH-Central Office shall be fully implemented in the OSEC Proper, Services, Bureaus and UPMO. In accordance with Sections 2 and 3, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other Pertinent Civil Service Laws, all employees from Salary Grades 1 to 24, including Lawyers, except job orders and consultants; and Officials from Salary Grades 25 and up who are not Presidential appointees, are covered by the ITAS and shall log in/out using the biometric machines.

Employees officially assigned in offices outside the Central Office, 2nd Street or BRS compound (e.g. IRROW, KAMANAVA) need not log in/out using the biometric machines and shall continue using the usual time cards until such time that the biometric machines are installed in their respective office stations.

Likewise, for practical reasons, official Drivers of all Presidential Appointees need not use the biometric machine. The Officials concerned shall certify their Attendance Report.

2. **Machine Installations.** The existing seventeen (17) units of front-end equipment are installed in three (3) different areas, to wit:
 - a) Central Office - 10 units
 - b) NCR Compound - 6 units
 - c) BRS - 1 unit

In view of the proposed inclusion of Job orders to log in/out using the biometric machines, additional units will be purchased to avoid crowding in one station.

3. **Broadcast Logging In/Out.** Employees shall be allowed to log in/out in other terminal stations, other than the terminal stations where they registered/enrolled provided that the terminal station is within the same area.

4. **Designation of TAS Officers and Reporting Mechanism.** The Head of Office shall designate a Time and Attendance System (TAS) Officer and an alternate, preferably 2nd level personnel, to coordinate the implementation of the ITAS in their respective office. The TAS Officer/Alternate shall take charge of the preparation of reports on the whereabouts of the employees in their respective office who fail to log in/out at their designated terminal stations in a particular day or days of the month, including reports of absences, undertimes and tardiness in case of the machine's malfunction. Consolidated TAS reports (duly signed by the Head of Office concerned), including supporting papers/documents, if necessary, shall be submitted to the Human Resource and Management Division (HRMD), HRAS, on a semi-monthly basis. Likewise, the TAS Officer/Alternate concerned shall certify the attendance of their respective Presidential Appointees (sample forms attached) and shall submit the same to the HRMD-HRAS every end of the month, to support the generation of their payrolls and claim for RATA.
5. **New Officials/Employees.** All new officials/employees, including those who are not yet registered/enrolled earlier for one reason or another, shall coordinate with the HRMD, HRAS, thru their respective TAS Officers, for their registration/enrollment schedules.
6. **Responsibility and Authority in Updating Time and Attendance Records.** All officials/employees are responsible for ensuring that they are enrolled and recognized by the machines. In case of the machine's recognition failure, concerned official/employee shall report the case directly to the HRMD-HRAS TAS Coordinator for confirmation and for immediate re-enrollment. Otherwise, concerned official/employee shall be considered absent. Time in/out registered in the security guard's log sheet and office logbook will not be honored as supporting documents for failure to log in/out in the biometric machine.


Furthermore, the ITAS has security features to record "who" updated "what" and "when". Only the designated TAS Officers shall be given authority to update the time in/out of personnel. Consistent with existing CS Law and Rules, the designated TAS Coordinator/Alternates of the HRMD, HRAS shall be held accountable and responsible for whatever misrepresentations they have made and attempts to alter the attendance records of employees.

7. **Orientation of TAS Officers.** Newly designated Office TAS Officers/Alternates shall be oriented by the HRMD, HRAS, on their new task, including the authority and the responsibility attached to their function.
8. **Counter-Checking and Monitoring of Personnel.** For counter-checking and to facilitate monitoring, all Chiefs of Offices shall be required to continuously implement the use of employee pass slip or official business pass slip (forms attached) and logbook in timekeeping.

Employee pass slip shall be used when going out of the office premises for a maximum of two (2) hours. If he/she failed to return after two hours, the entire period from the time he/she left the office up to the time of his/her return shall be considered undertime.

Official business pass slip shall be used when on official business within Metro Manila or suburbs in a day or two (2) within 50 km. radius. Above 50 km. radius, Travel Order shall be used.

9. **Machine Maintenance.** In case a machine malfunctions, the concerned TAS Officer(s) shall report it immediately to the HRMD. The HRMD shall then coordinate with the supplier/contractor concerned for the immediate repair/restoration of said machine.
10. **Repealing Clause and Effectivity.** This Order shall take effect immediately and supersedes the following issuances:
- a) D.O. No. 55 s. of 2008, re: "Guidelines on the Implementation of the Integrated Time and Attendance System (ITAS) in the DPWH-Central Office"
 - b) Memorandum issued by the undersigned on April 8, 2011; re: "Supplemental TAS Guidelines for Implementation"
 - c) Memorandum issued by the undersigned on September 14, 2011; re: "Additional ITAS Requirements for Officials and Employees from Salary Grades 25 and up (Non-Presidential Appointees)"
 - d) Memorandum of former Acting Secretary Victor A. Domingo dated December 22, 2009, granting authority to Lawyers of the Legal Service to use logbook in logging in/out instead of the biometric machines


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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4.3.1 ZFF/ABA



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
Office of the Secretary
Manila
Human Resource and Administrative Service

CERTIFICATION

This is to certify that **Ms. Angela B. Abiqui**, DPA, Director, HRAS has no record of absences, tardiness or under-time for the month of **February 1-28 to April 1-30, 2015**

This certificate is being issued for the purpose of her **Representation Allowance (RA)**.


LUZVIMINDA C. REVITA
TAS Officer



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY

"Revised Form"

As of Jan. 24, 2013, pursuant to NBC
No. 548 dated May 15, 2013

Date

CERTIFICATION
(For Officials and Employees occupying positions from SG-29 and above)

This is to certify that _____ of the Office of the
_____, claimant of Representation Allowance/Transportation Allowance (RA/TA):

- ✓ Has been issued any service vehicle either owned or leased/rented by DPWH or provided by the concerned DPWH Contractor/Consultant; and
- ✓ Is functioning as Undersecretary for Support Services identified as such in their respective staffing pattern as approved by the DBM.
- ✓ Has rendered at least ____ actual working days for the month of _____, in accordance with NBC #548, dated May 15, 2013, re: Rules and Regulations on the Grant of Representation and Transportation Allowances.

This certification is being issued for the purpose of payment of RA/TA for the month of _____.

Designated TAS Officer

Noted:

ANGELA B. ABIQUI, DPA
Director IV
Human Resource and Administrative Service

This is to certify that the said claimant has complied with all the necessary requirements and after verification with our records, the claim for RATA/RA is in accordance with D.O. No. 08 dated 11 January 2010 and D.O. No. 08-A dated 09 February 2010.

Reviewed by:

CYNTHIA C. AROMIN
Chief, ESS, HRMD-HRAS

Noted :

ZALDY F. FALEJO
Chief, HRMD-HRAS



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY

"Revised Form"

As of December 2014, pursuant to
NBC No. 548 dated May 15, 2013

Date

CERTIFICATION

(For Officials and Employees occupying positions from SG-28 and below)

This is to certify the following facts regarding my entitlement to Representation and Transportation Allowance (RATA): (✓ if true and; ✗ if false)

- ☐ 1. I have been issued a service vehicle either owned or leased/rented by DPWH or provided by a DPWH contractor/Consultant;
- ☐ 2. I have rendered at least 17 working days or _____ actual working days (if < 17) for the month of _____ in accordance with NBC #548, dated May 15, 2013, re: Rules and Regulations on the Grant of Representation and Transportation Allowances.
- ☐ 3. I am functioning as _____ identified as such in the staffing pattern of my office as approved by the DBM, by virtue of appointment or designation by the Secretary per S.O. No. _____ (attached).

This certification is being issued for the purpose of payment of RA/RATA for the month of _____.

**PRINTED NAME & SIGNATURE
OF OFFICIAL/EMPLOYEE CLAIMING RATA**

Confirmation of Statement No. 2 (supported by biometric record if employee's position is SG 24 and below)

TAS Officer

Confirmation of Statement No. 3

Immediate Supervisor

This is to certify that the said claimant has complied with all the necessary requirements and after verification with our records, the claim for RATA/RA is in accordance with D.O. No. 08 dated 11 January 2010 and D.O. No. 08-A dated 09 February 2010.

Reviewed by:

CYNTHIA A. AROMIN
Chief, ESS, HRMD-HRAS

Noted :

ZALDY F. FALEJO
Chief, HRMD-HRAS

Any misrepresentation and/or false statement in this certification by the officials/employees concerned shall be sanctioned consistent with existing rules and regulations.



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
EMPLOYEE PASS SLIP

NAME : _____

POSITION : _____

OFFICE/DIVISION : _____

PURPOSE OF GOING OUT : _____

Please Check : ☐ Personal ☐ Official

Requested Time of Departure: _____ Expected Time of Return: _____

EFFECTIVITY DATE : _____

REQUESTED BY : _____ APPROVED : _____

Signature

[To be filled out by Security Guard on Duty]

Guard's Signature

Time of Departure : _____

Time of Return : _____



DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
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POSITION : _____

OFFICE/DIVISION : _____

PURPOSE OF GOING OUT : _____

Please Check : ☐ Personal ☐ Official

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DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
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EFFECTIVITY DATE : _____

REQUESTED BY : _____ APPROVED : _____

Signature

[To be filled out by Security Guard on Duty]

Guard's Signature

Time of Departure : _____

Time of Return : _____



Department of Public Works and Highways

Office _____

Control No. _____ Date _____

OFFICIAL BUSINESS TRIP

Name and Signature: _____

Position: _____

Destination: _____

Purpose of official business: _____

Inclusive dates of business: _____

Date & Time of Departure: _____

Date and Time of Return: _____

Remarks: _____

Recommending Approval:

Division Chief/Head of Office

Approved:

Head of Office/Asec/Usec



Department of Public Works and Highways

Office _____

Control No. _____ Date _____

OFFICIAL BUSINESS TRIP

Name and Signature: _____

Position: _____

Destination: _____

Purpose of official business: _____

Inclusive dates of business: _____

Date & Time of Departure: _____

Date and Time of Return: _____

Remarks: _____

Recommending Approval:

Division Chief/Head of Office

Approved:

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Department of Public Works and Highways

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Name and Signature: _____

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Division Chief/Head of Office

Approved:

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Department of Public Works and Highways

Office _____

Control No. _____ Date _____

OFFICIAL BUSINESS TRIP

Name and Signature: _____

Position: _____

Destination: _____

Purpose of official business: _____

Inclusive dates of business: _____

Date & Time of Departure: _____

Date and Time of Return: _____

Remarks: _____

Recommending Approval:

Division Chief/Head of Office

Approved:

Head of Office/Asec/Usec

shall be dropped from the service after due notice. However, when the exigencies of the service require his immediate presence and he fails/refuses to return to the service, the head of office may drop him from the service even prior to the expiration of the 30 day period abovestated.

RULE XVII . GOVERNMENT OFFICE HOURS

SECTION 1. It shall be the duty of each head of department or agency to require all officers and employees under him to strictly observe the prescribed office hours.

SEC. 2. Each head of department or agency shall require a daily record of attendance of all officers and employees under him including those serving in the field or on the water, to be kept on the proper form and whenever possible, registered on the bundy clock.

Service "in the field" shall refer to the service rendered outside the office proper and service "on the water" shall refer to service rendered on board a vessel which is the usual place of work.

SEC. 3. Chiefs and Assistant Chiefs of agencies who are appointed by the president, officers rank higher than these chiefs and assistant chiefs in the three branches of the government, and other presidential appointees need not punch in the bundy clock, but attendance and all absences of such officers, must be recorded.

SEC. 4. Falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant.

SEC. 5. Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours of work a day for five days a week or a total of forty hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays and Holidays.

SEC. 6. Flexible working hours may be allowed subject to the discretion of the head of department or agency. In no case shall the weekly working hours be reduced in the event the department or agency adopts a flexi-time schedule in reporting for work.

SEC. 7. In the exigency of the service, or when necessary by the nature of the work of a particular agency and upon representations with the Commission by the