

**[CSC MEMORANDUM CIRCULAR NO. 45, s. 1993,
October 18, 1993]**

ATTENDANCE AND OFFICE HOURS

Pursuant to Resolution No. 93-4664 dated 10-19-93, the Commission hereby promulgates the following guidelines on attendance and office hours in Local Government Units:

1. The Governors, Mayors, Vice-Governors and Vice-Mayors should strictly implement the Civil service rules on office hours and attendance;
2. Sangguniang Secretaries and Department Heads in Local Government Units are enjoined to strictly observe and comply with their prescribed office hours. They are likewise required to record their daily attendance in appropriate manner allowed by Civil Service Rules and Regulations;
3. Non-compliance with the said rules amounts to defiance of Civil Service Rules and Regulations, particularly Rule XVII of the Omnibus Rules Implementing Book V of the 1987 Administrative Code and is subject to appropriate administrative disciplinary action.

Please be guided accordingly.

Adopted: 19 Oct. 1993

(Sgd.) PATRICIA A. STO. TOMAS
Chairman



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