

Office of the President
of the Philippines
Malacañang

MFN 2010

MEMORANDUM ORDER NO. 317

SETTING THE GUIDELINES FOR WEEKEND DUTIES

In line with the Administration's thrust in insuring smooth flow of government transactions even on weekends, the following Guidelines are re-issued for proper observance by OP personnel concerned in connection with the resumption of Saturday duties:

1. The schedule of the work force on Saturdays shall be from 8:00 a.m. to 5:00 p.m.
2. Each work force on duty shall be composed of one (1) responsible officer and at least one (1) representative from each division.
3. Scheduling of the Saturday duties shall be well planned in line with the forty-hour week law.
4. Off-setting of weekend services is done on the following Monday or on any other day as may be practicable during the week.
5. Those who are absent on their scheduled Saturday duty shall automatically be marked absent. They are considered off duty on the following Monday.
6. In the event that those assigned on Saturdays who belong to positions below Range 24 cannot avail themselves of the off-setting arrangement due to the exigency of the service, they shall be entitled to overtime pay by the hour for their services rendered on the weekend.
7. Each office staff shall familiarize himself with the functions of the office where he belongs. Job rotation within an office or major unit shall be effected whenever possible for this purpose.

For strict compliance effective immediately.

By authority of the President:



LEONARDO A. QUISUMBING
Senior Deputy Executive Secretary

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Date

October 25, 1995



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