



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

097.13 DPWH

6-9-89

REC'D. JUNE 9, 1989

4:00 - P.M.

8/6/9

June 7, 1989

DEPARTMENT ORDER)

No. **76**)
Series of 1989)

SUBJECT : ADOPTION OF FLEXIBLE WORKING
HOURS IN THIS DEPARTMENT

Pursuant to CSC Resolution No. 89-256 dated 21 April 1989, and restated under CSC MC # 14s. 1989, flexible working hours is hereby adopted in this Department, dividing the Department personnel into two (2) working groups on staggered time as follows:

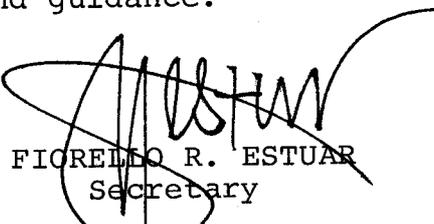
1st Group : 8:00 AM - 5:00 PM

2nd Group : 9:00 AM - 6:00 PM

In this connection, except for the Security Guards who are assigned in three (3) shifts, and the employees under the Secretary, Undersecretaries and Assistant Secretaries, each Office should maintain the two prescribed working groups with more or less the same number of personnel for each group.

To ensure continuity of office business and transactions, all Heads of Offices should see to it that between 12:00 AM-1:00 PM each Office shall maintain a skeletal force who will attend to those transacting business in this Department even during break time.

Each Office therefore should submit the list of their employees duly certified by the respective Heads to the Personnel Division for reference and guidance.


FIORELLO R. ESTUAR
Secretary

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