

CIRCULAR NR 07-12

**POLICY ON THE
OBSERVANCE OF THE
OFFICE HOURS**

28 JUNE 2012



PUNONGHIMPILAN TANODBAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

HPCG

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POLICY ON THE OBSERVANCE OF OFFICE HOURS

1. REFERENCES:

- a. Republic Act 9993 (Philippine Coast Guard Law of 2009) and its IRR
- b. Republic Act 6713 (An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-Honoured Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes)
- c. Republic Act 3019 (Anti-Graft and Corrupt Practices Act)
- d. Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Law
- e. HPCG (CG3/CG8/CGAC) SOP No 01-12 "PCG Alert and Response Procedures" did 04 April 2012.
- f. HPCG (HRM) Cir 04-12 "Leave" did 10 April 2012.

2. GENERAL:

This prescribes the policies governing the observance of Office Hours in all PCG Units.

3. PURPOSE:

The purpose of this circular is to set the policy governing the observance of Office Hours in all PCG Units during Weekdays and Working Holidays as expected from government service.

4. SCOPE:

This circular shall apply to all Coast Guard Units classified as to HPCG and Functional Commands, and Operational Commands.

5. POLICIES:

a. Existing government regulations provides that:

- 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.
- 2) 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.
- 3) 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; and
- 4) in no case shall the weekly working hours be reduced in the event that the department or agency adopts the flexi-time schedule in reporting to work

b. In general, in a **normal condition or non-transportation related incidents or situations**, personnel in all PCG Units shall strictly observe Office Hours from 0800H – 1700H during Weekdays and Working Holidays. In such case, consistent with PCG Policy on "Leave", Unit Commanders shall ensure that

personnel complement present in respective units during Office Hours shall as far as practicable be 100% attendance but should not be less than 85% of the total strength. Only 15% of the total strength is authorized to be absent during office hours due to availing of leave inclusive of privileged/ authorized absence such as R&R, passes or informal leave.

- c. Specifically, in **transportation-related incidents** or situations governed by existing HPCG SOP No.01-12 "PCG Alert and Response Procedures" dated 04 April 2012, the following personnel requirements shall be strictly implemented in observance of office hours:

1) In **Guarded Alert status (Level 1)**, port and starboard sectioning which allows 50% of the total strength personnel to be onboard and another 50% to be ashore are authorized only after Office Hour.

2) In **Heightened Alert status (Level 2)**, all personnel of PCG operational units/OPCON assets/deployable response teams including those performing non-operational functions shall be in 100% full Manning complement during and after office hours, while port and starboard sectioning may be allowed after office hour in non-operational assignments at the discretion of the command/district/unit commanders whenever necessary to provide/ensure standby administrative and logistical support to operational units.

3) In **Full Alert status (Level 3)**, whenever there is a nationwide crisis situation or crisis in a specific area of responsibility of coast guard district, all PCG personnel shall be aboard their respective area of assignments to render service during office hours, and be available even after office hours during a state of emergency or when the exigency of the service so requires. In such case, port and starboard side sectioning shall not be controlling, and all applications for leave, rest and recreation, passes and authorized absences shall be suspended and those issued prior thereto shall be automatically cancelled/ withdrawn.

- d. During Christmas break and New Year's break wherein port and starboard sectioning is also being observed, 50% of the total personnel strength shall be on duty status and are expected to be onboard 24/7 to ensure that the Unit maintains the minimum 50% total strength at all times in order to afford continuity of service.

e. Personnel assigned in RECSTA, except for the purpose of retirement, shall report to the HSG in observance of office hours.

6. GUIDELINES AND PROCEDURES:

a. Unit Commanders shall ensure that all personnel assigned in their unit shall observe office hours from 0800H to 1700H during Weekdays and Working Holidays.

b. Unit Commanders shall implement a Port and Starboard sectioning only after office hours and during Saturdays, Sundays, Non-Working Holidays, and Christmas and New Year's break.

c. In transportation-related incidents, Unit Commanders shall implement a Port and Starboard sectioning after office hours during Guarded and Heightened Alert as provided in Section 3 of this circular.

d. Non-observance of this Circular shall be a basis for disciplinary actions.

7. RESCISSION:

All publication in conflict with this Circular are hereby rescinded.

8. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF VICE ADMIRAL TAN PCG:

OFFICIAL:


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