



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

YNA-m-309

Memorandum from the Secretary

To : The Prosecutor General
The Chief State Counsel
All Program and Service Directors
All Concerned

Subject : Adoption of a Work Schedule for Offices with
Frontline Services

Date : 06 July 2017

In the interest of the service and in order to ensure an uninterrupted delivery of frontline services, the official work schedule of offices with frontline services shall be from 7:30 a.m. up to 6:00 p.m.

All offices with frontline service must at all times be complemented with adequate staff by adopting mechanisms such as: rotation system among office personnel, sliding flexi-time, assigning an officer-of-the-day, reliever system especially in peak times of the transaction, or providing skeletal personnel as may be necessary.

This is to guarantee that all clients who have official transactions with the Department are attended to and served even during lunch breaks and after regular working hours.

For strict compliance.

VITALIANO N. AGUIRRE II

Secretary

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