



Republika ng Pilipinas
KAGAWARAN NG KATARUNGAN
Department of Justice
Manila

DEPARTMENT CIRCULAR NO. ~~003~~

FOR : **All Officials and Employees in the Department**
SUBJECT : **Guidelines on Flexible Working Hours Schedule**
DATE : **JAN 20 2023**

In the interest of the service and pursuant to the provisions of the Civil Service Commission (CSC) Memorandum Circular (MC) No. 25, s. 2019 and the CSC-MC No. 6, s. 2022 in relation to Flexible Working Arrangements in the Government the following guidelines shall be observed by the officials and employees in the Department:

1. As a general rule, office hours shall be from **8:00 a.m. to 12:00 noon** and from **1:00 p.m. to 5:00 p.m.** on all days except Saturdays, Sundays, and Holidays;
2. Flexible working schedule outside of the official working hours and exclusive of the one-hour lunch break shall be as follows: **(a) 7:30 a.m. to 4:30 p.m.**; and **(b) 9:00 a.m. to 6:00 p.m.**, provided that the maximum number of employees on flexible work schedule shall **not exceed twenty percent (20%)** of the service/office total workforce;
3. All requests for a flexible working schedule shall be submitted to the **Director IV, Administrative Service on or before 27 January 2023** for consolidation and validation of the (20%) total workforce of the said service/office, prior to its submission to the **Undersecretary-in-Charge for Finance, Administration and Personnel Services** for approval upon the favorable recommendation of the concerned Head/Chief of Office; and
4. All services, programs, and offices with frontline service shall continue to enforce the no noon-break policy.

The flexible working hour schedule once approved shall be deemed effective and can only be changed in the event that the requester shall submit a **new** schedule, subject for approval.

This Circular takes effect immediately and supersedes Section III of Department Circular No. 019 dated 13 May 2022, and shall remain in force until further orders.

For strict compliance.

By the Authority of the Secretary:

BRIGIDO J. DULAY
Undersecretary

(Per D.O. No. 465 dated 15 September 2022)

Copy furnished:
All concerned.