

Office of the President  
of the Philippines  
Malacañang

MEMORANDUM ORDER NO. 63

REITERATING STRICT OBSERVANCE OF OFFICE HOURS AND THE REQUIREMENT FOR EMPLOYEES OF THE OFFICE OF THE PRESIDENT TO USE THE BUNDY CLOCK IN ADDITION TO THE ATTENDANCE BLOTTER IN REGISTERING THE TIME OF ARRIVAL AND DEPARTURE FROM OFFICE

Strict observance of Office hours is hereby reiterated for all officials and employees in the Office of the President in pursuance of the Administration's mandate for effective and efficient service in government, and Rule XVII, Section 1 of Civil Service Omnibus Rules.

Accordingly, all employees in the Office of the President belonging to the first and second levels shall use the bundy clock in registering time of arrival and departure from the Office, in addition to the use of the attendance blotter, as prescribed under M.O. No. 705 series of 1980 and Memorandum Order No. 99 series of 1987. The Personnel Office shall see to it that this rule is strictly enforced.

The Finance Office and the Property and Procurement Office shall immediately procure the necessary bundy clocks and install the same in each floor of the Administration Building for use of OP personnel.

This Memorandum Order shall take effect immediately

By authority of the President



EDELMIRO A. AMANTE, SR.  
Executive Secretary

Manila, November 25, 1992

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