



Republic of the Philippines  
**DEPARTMENT OF HEALTH**  
Center for Health Development Davao Region  
**SOUTHERN PHILIPPINES MEDICAL CENTER**  
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June 6, 2023

**HOSPITAL MEMORANDUM**

No. 200, s. 2023

**TO : ALL CONCERNED PERSONNEL**

**SUBJECT : REVERSION TO PRE-PANDEMIC OFFICE WORKING HOURS  
EFFECTIVE JULY 1, 2023**

In view of the downward trend of COVID-19 cases among patients and hospital personnel, and the consistent classification of Davao City under Alert Level 1, all concerned personnel are hereby informed of the following changes and updates on working arrangement:

**I. Official Working Hours**

As Alert Level 1 is viewed as the “new normal”, the hospital will now go back to its usual working schedule before the COVID-19 pandemic. Under Section 5, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292, all government officials and employees are required to render eight (8) working hours a day for five (5) days a week, or a total of forty (40) hours a week excluding time for lunch. **The normal working hours shall be from 8:00 AM to 12:00 NN, and 1:00 PM to 5:00 PM.** Hence, the concerned personnel shall now be required to clock-out during lunch break and clock-in before the afternoon duty.

Further, this order reiterates the provisions of Republic Act No. 9485, or the Anti-Red Tape Act, stating that frontline service offices should ensure that clients who arrive at their premises within official working hours, including noon break, should be attended to and served. The Division and Section Heads are advised to adopt appropriate working schedules to implement this mandate and to ensure that these offices are adequately manned to serve patients and clients in an effective and efficient manner.

**II. Gliding Working Hours**

CSC Memorandum Circular No. 14, s. 1989 allows the adoption of flexi-time, and prescribed that it should not start earlier than 7:00 AM and not end later than 7:00 PM. As stipulated in Hospital Administrative Order No. 7, s. 2015, gliding work hours shall be from 7:30 AM to 5:30 PM for Hospital Support. To clarify, the scope of Hospital Support shall include the personnel performing administrative functions under Finance Service, Allied Professional Service, Nursing Service and Medical Professional Service.

**GLIDING TIME ARE NOT APPLICABLE DURING MONDAYS, hence, those who will report for work later than 8:00 AM shall be considered tardy, and those who leave earlier than 5:00 PM shall be considered as undertime.**



In order to avail the Gliding Working Hours / Flexible Time, the personnel (Plantilla or Job Order) must submit a letter of request to their Section Head specifying the desired gliding working hours and the reason thereof (i.e. 8:00 AM to 8:30 AM time-in, and 5:00 PM to 5:30 PM time-out, due to domestic responsibilities and distance of residence). The Section Head will evaluate the requests of his/her personnel and shall submit to the Division Chief the list of personnel that he/she endorses for flexi-time. The Division Chief shall approve or disapprove the endorsement of the Section Heads, either collectively or individually. The Section Head is required to submit to the Human Resource Management Office a copy of the approved endorsement in order for the latter to update the database of personnel authorized to be on flexi-time schedule.

Should a Division Chief desire to avail of the flexi-time, he/she must submit a written request to the Medical Center Chief for approval.

In no case shall the flexi-time arrangement be occasionally changed by the employee at his or her convenience.

**This order shall take effect on July 1, 2023.**

Please be guided accordingly.

  
**RICARDO B. AUDAN, MD, FPAFP**  
Medical Center Chief II 