

DISCONTINUING THE PRACTICE OF MERELY INDICATING IN DAILY TIME RECORDS THE PHRASE "FULL-TIME SERVICE RENDERED";

SC ADMINISTRATIVE CIRCULAR NO. 14-2001, February 13, 2001

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CSC MC No. 21, s. 1991, requires all employees to record their daily attendance on the proper form or, whenever possible, to have their attendance registered in the Bundy clock. It, however, allows any other means of recording attendance provided that the names and signatures of employees, as well as their actual time of arrival and departure from office, are indicated.

Some officials and personnel of the Supreme Court do not use the Bundy clock, but submit their Daily Time Records (DTRs) as proof of their attendance.

It has been observed that some of these officials and personnel do not indicate in their DTRs their actual day-to-day time of arrival and departure. Instead, they simply write therein the phrase "full-time service rendered" to indicate their attendance in office. Some do not even register in the logbook of attendance in their respective offices. Consequently, they are considered not to have incurred any absences or tardiness during the period covered by the DTR; and, hence, they earn more leave credits. Both of these practices are undoubtedly demoralizing to employees who use the Bundy clock, or those who record their actual time of arrival and departure.

ACCORDINGLY, all officials and personnel of the Supreme Court who do not use the Bundy clock are required to indicate their actual time of arrival and departure in a logbook and in the daily time records, which are to be submitted to the Leave Division, Office of Administrative Services, within five (5) days after the end of each month.

This Administrative Circular shall take effect immediately, and compliance therewith is hereby enjoined.

The Office of the Chief Justice, the Office of the Clerk of Court, the Office of Administrative Services, and the Office of the Court Administrator shall implement this Circular.

Issued this 13th day of February 2001.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

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