

## **REQUIRING ALL EMPLOYEES TO REGISTER THEIR DAILY ATTENDANCE IN THE CHRONOLOG TIME RECORDER MACHINE**

*SC ADMINISTRATIVE CIRCULAR NO. 36-2001, August 13, 2001*

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WHEREAS, 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 but allows any other means of recording attendance provided that the names and signatures of employees as well as their actual time of arrival to and departure from office are indicated;

WHEREAS, the Court in AC 10-2001 (Strict Observance of Business Hours or Approved Official Time by Coterminous Personnel) dated 2 February 2001, required all coterminous employees to strictly observe the prescribed business hours of the Judiciary or their official time of attendance and record the same in the proper form such as the logbook and daily time records;

WHEREAS, pursuant to AC 14-2001 (Discontinuing the Practice of Merely Indicating in Daily Time Records the phrase "full-time service rendered") dated 13 February 2001, all officials and personnel of the SC who do not use the bundy clock were required to indicate their actual time of arrival and departure in the logbook and in the daily time records;

WHEREAS, as a matter of practice, all officials of the Court, lawyers and coterminous employees are exempted from using the bundy clock or Chronolog Time Recorder Machine; and said employees record their attendance in the logbook and daily time records which they submit to the Office of Administrative Services;

WHEREAS, some officials of the Court do not submit daily time records but only applications for leave whenever they go on leave of absence;

WHEREAS, for consistency and uniformity in the implementation of office policies on attendance by all officials and employees of the Court, a policy thereon should be prescribed;

ACCORDINGLY, all employees (whether regular, coterminous or casual) are required to register their daily attendance in the Chronolog Time Recorder Machine and in the logbook of their respective offices.

The Clerks and Assistant Clerks of Court, the Chiefs of Offices/Services and the Executive Officers; the Chief Justice's Staff Heads and the Judicial Staff Heads (Private Secretaries of the Associate Justices); and the officials in the Office of the Court Administrator, Philippine Judicial Academy, Judicial and Bar Council with Salary Grades 29 and above shall have the option to register their time of arrival and departure in the Chronolog Time Recorder Machine or in the logbook of their respective offices. Those who will opt to register their attendance in the logbook shall submit their daily time records.

All offices shall submit their monthly Report of Attendance (RAT) to the Leave Division, Office of Administrative Services for record purposes.

This Administrative Circular shall take effect on the first day of August 2001.

Issued this 13th day of July, 2001.

(Sgd.) HILARIO G. DAVIDE, JR.

Chief Justice

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