

OCA CIRCULAR NO. 52-2007, May 17, 2007

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TO:

ALL JUDGES AND COURT PERSONNEL

SUBJECT:

AMENDMENT OF PARAGRAPH 3 OF OCA CIRCULAR NO. 99-2003 DATED AUGUST 5, 2003

RE: GUIDELINES FOR FLEXI-TIME

In order to facilitate the implementation of the Personnel System of Attendance and Leave Monitoring (PSALM) for the lower court officials and personnel, which requires office attendance to be in blocks of four (4) hours and to provide a policy on flexi-time, paragraph 3 of OCA Circular No. 99-2003 dated August 5, 2003 is hereby amended to read as follows:

"3. a. By reason of the nature and functions of the lower courts, the earliest flexi-time allowable shall be as follows:

For National Capital Judicial Region;

Monday to Friday 7:30 A.M. to 11:30 A.M.

12:00 Noon to 4:00 P.M.

Outside National Capital Judicial Region:

Monday to Friday 7:30 A.M. to 11:30 A.M.

12:00 Noon to 4:00 P.M.

b. On valid and justifiable reasons, a different flexi-time may be allowed but the same must not be beyond:

For National Capital Judicial Region;

Monday to Friday 8:30 A.M. to 12:30 A.M.

1:00 p. m. to 4:00 P.M.

Outside National Capital Judicial Region:

Monday to Friday 8:30 A.M. to 12:30 P.M.

1:00 P.M. to 5:30 P.M.

For strict compliance.

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CHRISTOPER O. LOCK

Court Administrator

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