RULES AND REGULATIONS ON BREAKTIME AND MEALTIME

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It has been observed that there are many officials and employees not observing the time for lunch and coffee break fixed in existing rules and regulations, to the detriment of public service. Needless to state, overextending the lunch and coffee break mean loss of precious manhours. This has to stop by all means.

The following rules and regulations are, therefore, prescribed for strict compliance by all officials and employees of MWSS and by the operators of the Aqua House and the Canteen:

1. Schedule of Lunch and Coffee Break

Coffee Break 10:00 A.M. to 10:15 A.M.

Lunch 12:00 N to 1:00 P.M.

Coffee Break 3:00 P.M. to 3:15 P.M.

2. Opening and Closing of Aqua House and Canteen. — The Aqua House and the Canteen may open their doors for business at 7:00 o'clock in the morning, but they shall close the same at 8:00 o'clock, after one hour. They shall, however, open their doors to officials and employees at the time indicated above, but they shall close the same at time also indicated above. They may, however, open their doors to officials and employees at 5:00 o'clock, but they shall again close the same at 6:00 o'clock P.M.

3. Persons Responsible for Implementation —

a. Chief of Organizational Unit (area, department/staff, division, section, etc.)

b. Aqua House and Canteen operators

c. Security Guards

Department Managers and/or Chiefs of staff offices shall see to it that the chiefs of their different units comply with their responsibilities under this Memorandum Circular. The Executive Assistant of the General Manager shall be responsible for the enforcement of this Memorandum Circular in the latter's office.

4. Manner of Reporting — All personnel mentioned above shall list the names of officials and employees found violating this Circular for submission to the Administrative Department.

5. Beer and Liquor — Beer and liquor may be served during lunch time and dinner time provided that only two (2) bottles of beer or two (2) shots of liquor may be allowed each person, including those attending Committee meetings.

6. Lunch Time for Non-Employees — To minimize over-crowding at the Aqua House and the Canteen during lunch time, non-personnel of MWSS shall be served lunch after 1:00 P.M.

7. Penal Clause — For violation of any provision of this Circular, the following penalties shall be imposed:

a. officials and employees:

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1. 1st offense — Violator shall be WARNED in writing;

2. 2nd offense — Violator shall be REPRIMANDED in writing; and

3. 3rd offense — Violator shall be subjected to DISCIPLINARY ACTION in accordance with Sec 36(b) and 12, ART. VI of the Civil Service Decree

b. For Aqua House and the canteen operators: The cancellation of their contracts.

This Circular takes affect immediately and all circulars, orders, etc. or parts thereof inconsistent with the person hereof are hereby repealed or modified accordingly.

Adopted: 15 June 1982

(SGD.) OSCAR I. ILUSTRE
General Manager

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