



Republic of the Philippines  
Supreme Court  
Office of the Court Administrator  
Manila

OCA CIRCULAR NO. 52-2007

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.**  
                                         **12:30 P.M.** to 4:30 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:**

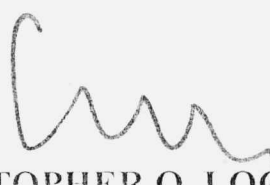
Monday to Friday      8:30 A.M. to 12:30 P.M.  
                                         1:00 P.M. to 5:00 P.M.

**Outside National Capital Judicial Region:**

Monday to Friday      8:30 A.M. to 12:30 P.M.  
                                         1:30 P.M. to 5:30 P.M.

For strict compliance.

May 17, 2007

  
CHRISTOPHER O. LOCK  
Court Administrator