



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

OCA CIRCULAR No. 99-2003

TO : ALL JUDGES AND COURT PERSONNEL
SUBJECT : GUIDELINES FOR FLEXI-TIME

In the interest of the service, the following guidelines shall be observed for flexi-time:

1. All court officials and personnel are enjoined to follow strictly the office hours, without prejudice, however, to the approved flexi-time of certain personnel;
2. Request for flexi-time must be filed with the Office of the Court Administrator duly recommended for approval by the Presiding Judge;
3. By reason of the nature and functions of the lower courts, the earliest flexi-time allowable shall be as follows:

For Greater Manila Area:

Monday to Friday 7:30 A.M. to 12:00 Noon
12:30 P.M. to 4:00 P.M.


Outside Greater Manila:

Monday to Friday 7:30 A.M. to 12:00 Noon
1:00 P.M. to 4:30 P.M.

4. The approved flexi-time of an official or personnel shall thereafter be his regular working hours which cannot be occasionally or periodically changed at his convenience; and
5. Any change in office time without the prior approval from the Office of the Court Administrator shall not be honored and any late and undertime resulting thereto shall be charged against the vacation leave credits of the court official or personnel concerned.

For strict compliance.

5 August 2003


PRESBITERO J. VELASCO, JR.
Court Administrator