



April 2, 2019

MEMORANDUM TO ALL EMPLOYEES

SUBJECT : Enjoining all NEA Officials and Employees including Project Officers, DBP Manpower, EMPC and Security Personnel to strictly observe and comply with the required work hours pursuant to M.C. No. 3, s. 2016 issued by the Office of the President and CSC Resolution No. 1701077


Please be informed that Section 2 of the Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," provides that it is the policy of the State to promote a high standard of ethics in the public service and requires government personnel to discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

Also, Section 46 (b), Chapter 7, Subtitle A, Title I, Book V of EO no. 292 considers neglect of duty, inefficiency of performance of official duties, loafing or frequent unauthorized absences from duty during regular office hours, and conduct prejudicial to the best interest of the service as grounds for disciplinary actions.

In order to ensure the observance of the highest ethical standards among public officials and employees, the following are hereby ordered:

1. All employees shall strictly observe and comply with all pertinent laws, issuances and policies concerning work hours. They are prohibited from taking extended lunch breaks, and spending outside the office doing unauthorized and non-work, loitering or related activities during office hours, playing mobile games, internet gaming and social media.
2. All officials shall remind and reiterate to the employees under them the above-stated matters and impose the appropriate sanctions and penalties in case of violations thereof especially the disciplinary and non-disciplinary proceeding in administrative cases in the Civil Service as stated in CSC Resolution No. 1701077.

For strict compliance.


EDGARDO R. MASONGSONG
Administrator

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Office of the Administrator



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