

Memorandum Order No. 014.
Series of 2022

To: ALL CONCERNED PERSONNEL
MOST

From: Minister

Subject: REITERATION OF GUIDELINES ON TIME, ATTENDANCE
MONITORING AND LEAVE ADMINISTRATION IN THE OFFICE OF
MOST-BARMM

Date: April 05, 2022

It has been observed that some employees in the Ministry are taking frequent breaks during office hours without seeking any permission from their Section/ Unit Head.

As stated in Guidelines on time, attendance monitoring and leave administration in the office of MOST (3.a):

“Personnel who need to go out on officials or personnel business may be allowed in certain cases, upon the direction/discretion of the personnel's immediate supervisor. They shall accomplish a LOCATORS slip to be approved by the head of office/duly authorized signatory.”;and

in the Incurrence of Tardiness/ Undertime (4.a):

“Generally, a personnel who arrives after 8:00 AM and/or 1:00 PM shall be considered as tardy; while those who leave before 12:00 NN and/or 5:00 PM shall be considered under time.”


All concerned staffs and heads are hereby directed to not leave their official post during office hours unless there will be an alternate employee that are available on their units or sections.

Moreover, adherent to the rules and regulations in accordance with the issued guidelines on time, tardiness and attendance monitoring shall be strictly observed.

This memorandum shall serve as FINAL WARNING and any negligent act committed shall be given corresponding sanctions.

Everybody shall prioritize work and must improve morale.

For information and strict compliance.


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