



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
NATIONAL MEAT INSPECTION SERVICE
Visayas Ave., Diliman, Quezon City
Telephone Nos: (02)924-7977, 924-7971 Telefax: 924-7973
Mobile Number: 09178367009
URL: <http://www.nmis.da.gov.ph>
e-mail: nmis@da.gov.ph and nmis@nmis.gov.ph

MEMORANDUM

ORDER No. 4-2011-45

TO : **ALL NMIS EMPLOYEES**

FROM : **ATTY. JANE C. BACAYO, DVM, MPA**
Executive Director

SUBJECT : **STRICT IMPLEMENTATION OF CIVIL SERVICE COMMISSION (CSC) AND OFFICE POLICIES, RULES AND REGULATIONS**

DATE : **5 April 2011**

Pursuant to Civil Service Commission and office policies, rules and regulations, the following are hereby reiterated for your guidance:

I. Flexi Time (Sliding Time) Schedules

a.) The official working hours shall be as follows:

- 7:00am to 4:00pm
- 8:00am to 5:00pm

b.) An employee who is officially on 7:00am to 4:00pm schedule, may report to office any time between 7:00-8:00am only and complete an eight-hour service for the day. Those on schedule from 8:00am to 5:00pm, may report any time between 8:00-9:00am only and also complete an eight-hour service for the day.

c.) Any one who arrives late or leaves earlier than one's official schedule shall be considered late or undertime. Late and undertime shall be deducted from one's vacation leave credits.

d.) Job Order employees are not covered by Flexi Time schedules.

a.) Attendance to Flag Ceremony

a.) Every Monday at 8:00am, **NO FLEXI TIME** allowed for all employees.

b.) Attendance will be strictly observed by signing the attendance sheet provided by the Personnel Section with the guard on duty.

c.) Each Division/Section/Unit is scheduled to lead the flag ceremony.

d.) Locator Slip is not allowed before the flag ceremony. Thereafter, non-submission of this slip is equivalent to half-day absence which will be deducted from your vacation leave.

b.) Wearing of Prescribed Office Uniform

For C.O. Administrative and Technical Regional Personnel
Monday to Thursday

- Female/Male –White Blouse/Polo/Shirtjack with logo paired with black pants



- Except Male Regional Drivers – Gray Polo/Shirtjack with logo paired with black pants
 - Option for Thursday – White Tshirt with blue collar issued by NMIS
- a.) Prohibited clothes during wash day (Friday) and other occasions
- T-shirts without collars
 - Seductive, Sleeveless/Spaghetti strap blouse, micro-mini and gauzy/transparent dresses
 - Walking shorts, pedal pushers, leggings, tights, jogging and maong pants with rips or holes
 - Too much costume, jewelry, flashy bangles and similar accessories
 - Wearing of heavy or theatrical make-up
 - Wearing of slippers, flip flop or clogs (bakya)

In the implementation of this order, exemptions may be allowed on the following reasons:

1. When by nature of work of the employees concerned, they necessarily must wear other appropriate clothing;
2. Religious affiliations or creed or any practice in relation thereto;
3. Physical disabilities;
4. Other analogous circumstances of any of the aforementioned.

b.) Office ID should be worn at all times and shall strictly be monitored

c.) Monthly report on non-complying personnel shall be submitted to the Personnel Section on or before the 10th day of the following month.

Administrative Sanctions shall be strictly implemented, where violation of reasonable office rules and regulations shall be:

1st Offense – Reprimand;

2nd Offense – Suspension from one (1) to thirty (30) days;

3rd Offense – Dismissal”.

FOR STRICT COMPLIANCE.

cc:

- Regional Offices
- C.O. Division/Section/Units
- Personnel
- Records
- E-group