

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

13 August 2013

MEMORANDUM

TO : All BSP National Staff, Regional Staff and Camp Staff

SUBJECT : IMPLEMENTATION OF FULL FLEXI-TIME WORK SCHEDULE

Please be informed that the Full Flexi-Time Work Schedule at the BSP National Office, Regional Offices and BSP Camps per Office Order Number 02.7.13 will be implemented on **Friday, 16 August 2013**.

Aside from logging-in and logging-out upon arrival and departure, all employees are also required to log-out not earlier than 12:00 Noon and log-in not later than 1:00 p.m. for the mandatory lunch break. Failure to do so without any justifiable reason, will be subject to policy on tardiness.

The BSP National Office employees shall use the biometrics machine while the employees at the Regional Offices and BSP Camps shall use their DTRs for this purpose.

In using the biometrics machine, just press F3 as you log-out and press F4 as you log-in during lunch break.

For strict compliance.


WENDEL E. AVISADO
SVP and Acting Secretary General

cc : President
Secretary General
Director, Administration
Director, Finance
Director, EED
Director, FOD
Resident Auditor (COA)
Regional Directors
All others concerned
File