



# MARIANO MARCOS STATE UNIVERSITY

## Office of the President

**MEMORANDUM** No. 22-217

**TO** : All Employees

**THRU** : Heads of Units

Mariano Marcos State University  
BY AUTHORITY OF THE PRESIDENT

**FROM** : DR. SHIRLEY C. AGRUPIS  
President *μ*

*NATHANIEL R. ALIBUYOG*  
VP for Research and Extension

**DATE** : 24 June 2022

**SUBJECT** : Flexible Working Arrangements Pursuant to CSC Resolution No. 2200209

Pursuant to Civil Service Commission (CSC) Resolution No. 2200209 which took effect on 15 June 2022, the following implementing rules shall be applied effective 27 June 2022, until further notice:

1. MMSU initially adopts the official working time of 7:00 AM to 6:00 PM, from Monday to Friday. The Graduate School, College of Law, and College of Medicine are exceptions to this rule, considering the nature of their operations, but must devise a scheme to save on energy consumption.
2. Faculty members shall report from Monday to Thursday, 7:00 AM to 6:00 PM. No classes shall be scheduled during Fridays and Saturdays, unless there are NSTP classes to be offered this Midyear Term. To accommodate academic concerns, offices of Deans shall assign an officer of the day during Fridays.
3. For monitoring purposes, heads of units/offices may opt to have a flexible working time, subject to the approval of the University President.
4. Workers in the administrative offices and auxiliary services shall also report on a four-day work basis, from 7:00 AM to 6:00 PM. Heads of these offices shall make shifting arrangements of their employees' schedules in a way that full operation could still be achieved from Monday to Friday. Rest day should be equally distributed and never concentrated on preferred Mondays and Fridays.
5. The immediately stated rule also applies to administrative offices at CTE, CIT, and CASAT campuses.



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6. For research, extension and production units, the rule of 4-day workweek shall generally apply, except when employees' work time is bound by the nature of their research or extension activities. In such case, a flexible work time shall be prepared, subject to the approval of the University President.
7. In all cases of approved flexible time arrangements, report on specific outputs and activities undertaken shall be submitted for monitoring.
8. The preceding compressed workweek rules shall not apply to security, medical and general services units.
9. These rules shall apply for the duration of the validity of CSC Resolution No. 2200209, unless sooner revoked.

cc: OUBS



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ACCOMPLISHMENT REPORT (FLEXITIME)

Revision No.

0

Page 1 of 1

Effectivity Date

27 June 2022

### ACCOMPLISHMENT REPORT (Flexitime)

Name: \_\_\_\_\_

Unit: \_\_\_\_\_

DATE AND TIME OF REPORTING	ACTIVITIES	TARGET	ACCOMPLISHMENT (Quantitative and Qualitative)	REMARKS

Prepared by:

Certified Correct:

\_\_\_\_\_  
Name and Signature of Employee

\_\_\_\_\_  
Name and Signature of Immediate Supervisor

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