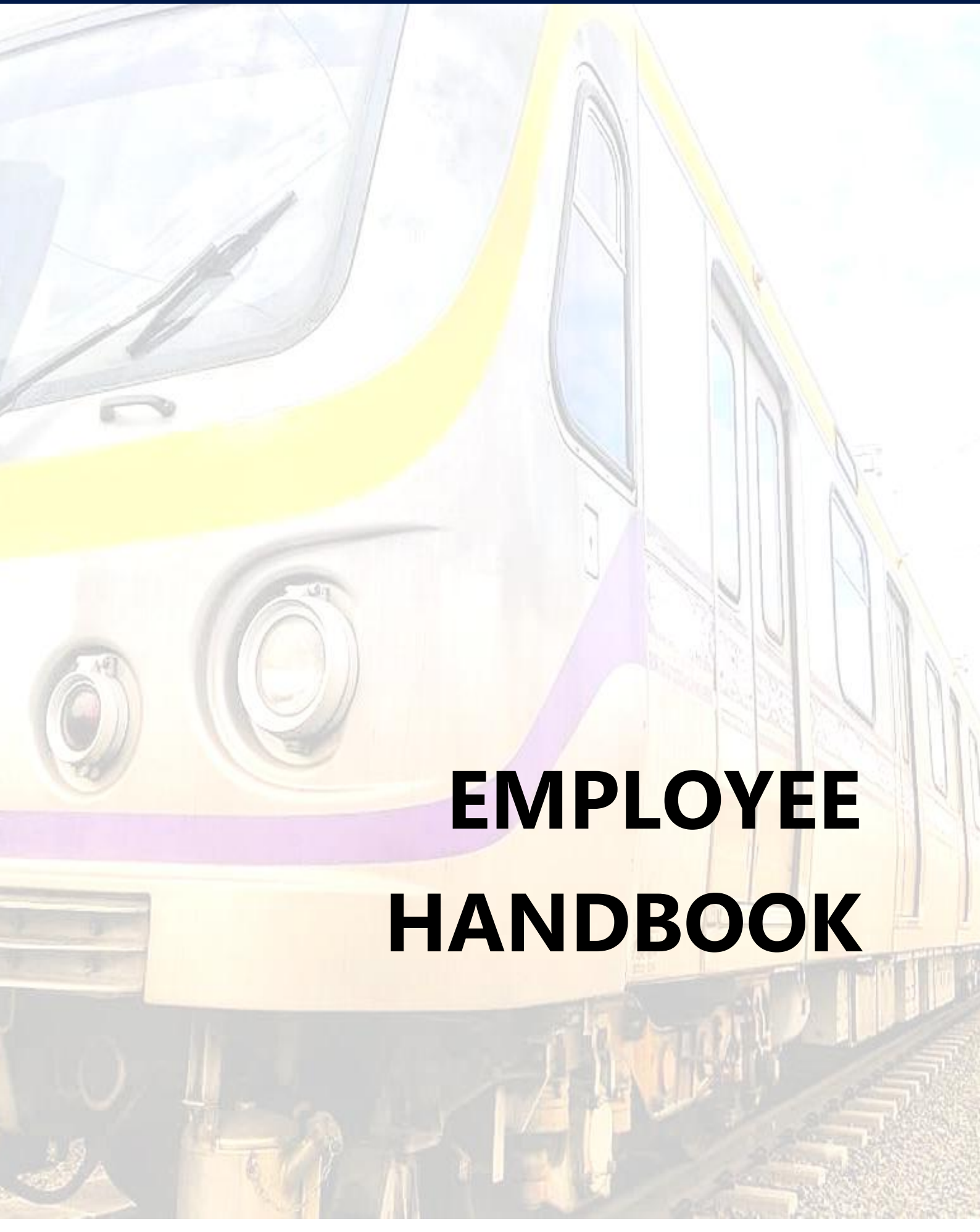
Republic of the Philippines

Light Rail Transit Authority

Serbisyong Ayos!



EMPLOYEE HANDBOOK

Welcome to the **Light Rail Transit Authority**!

As a valued member of the LRTA family, we encourage you to explore this Employee Handbook. It contains essential information to help you understand the organization, employee benefits, office rules and regulations, and other relevant policies. By familiarizing yourself with this guide, you will be equipped to perform your duties with excellence and uphold the highest standards of public service.

Please note that the Handbook will be regularly reviewed and updated as necessary. Any changes will be communicated through official channels, such as memoranda or office orders. It is your responsibility to stay informed of these updates.

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Part I - About LRTA

Company Profile

The Light Rail Transit Authority is recognized as the premiere rail transit in the country providing reliable, efficient, dependable, and environment-friendly mass rail services to all residents of Metro Manila. LRTA is a wholly owned government corporation created on July 12, 1980 under Executive Order (EO) No. 603, as amended by EO No. 830 dated September 1982, and EO No. 210 dated July 7, 1987. The LRTA is primarily responsible for the construction, operation, maintenance and/or lease of light rail transit systems in the Philippines.

A pioneer of the industry since 1984, LRTA has become the country's prime mover in the rail transport sector serving the needs of millions of Filipinos by exploring avenues where the LRT system could continuously provide efficient transport services while promoting economy and efficiency of operations.

Source: LRTA Official Website

MANDATE

By virtue of Executive Order No. 603 dated July 12, 1980, the Light Rail Transit Authority was created to be primarily responsible for the construction, operation, maintenance and/or lease of LRT Systems in the Philippines.

VISION

By 2030, the leading authority for the construction, operations, and maintenance of LRT Systems, which enable safe, comfortable, and sustainable transportation in the Philippines.

MISSION

To enhance people mobility and provide world class light rail transport system that are sensitive, inclusive and committed to service excellence.

CORE VALUES

Resilience
Integrity
Professionalism
Excellence

QUALITY, HEALTH AND SAFETY POLICY

LRTA is committed to provide safe, reliable, and efficient rail transportation services while ensuring the health and safety of our employees and stakeholders through continual improvement of our processes and services, and to comply with all relevant legal and other requirements.

LRTA History

THE LIGHT RAIL TRANSIT SYSTEM

From 1976 to 1977, a fourteen-month study funded by the World Bank was conducted by Freeman Fox and Associates, and this suggested a street-level light railway. The then newly created Ministry of Transportation and Communications (MOTC) reviewed and revised the recommendations, introducing an elevated version because of the many intersections. This raised the cost from P1.5 billion to P2 billion. Another foreign firm was commissioned by MOTC for supplementary study which was completed within three months.

STARTING THE PROJECT

On July 12, 1980, the country's president, Ferdinand E. Marcos, created the Light Rail Transit Authority (LRTA) as a government agency. The Chairman was the then First Lady and Governor of Metro Manila, Imelda Romualdez Marcos. This LRTA confined its activities to determining policies, to the regulation and fixing of fares, and to the planning of extensions to the system. The project was called Metrorail and was operated by a sister company of the former tramway company Meralco, called Metro, Inc.

Initial assistance for building the LRT project came from the Belgian government which granted a P300 million "soft" and interest-free loan with a repayment time of 30 years. The project was expected to pay for itself within a period of 20 years out of revenue alone. A Belgian consortium consisting of ACEC (Ateliers de Constructions Electriques de Charleroi, BN), (Constructions Ferroviaires et Metalliques, formerly Brugeoise et Nivelles), TEI (Tractionnel Engineering International) and TC (Transurb Consult) provided an additional loan of P700 million. The consortium provided the cars, signalling, power control, telecommunications, training and technical assistance. The entire system was expected to be financially "in the red" well into 1993. Against an expected gross revenue of P365 million for the first operating year, government losses were thought likely to reach P216 million. The system was designed as a public utility rather than as a profit center.

Construction of the line started in October 1981, and was the responsibility of CDCP (Construction and Development Corporation of the Philippines), with assistance from the Swiss firm of Losinger and the American company Dravo, the latter, through its Philippine subsidiary. The government appointed Electrowatt Engineering Services of Zurich (Switzerland) to manage and supervise the project. Electrowatt set up offices in Manila and became responsible for extension studies of the system which eventually comprised 150 km of routes along all major corridors in about 20 years time.

Corporate Structure

BOARD OF DIRECTORS

The Board of Directors is composed of eight (8) ex-officio cabinet members namely the Secretary of the DOTr as Chairman, the respective Secretaries of the DPWH, DBM, DOF and NEDA, the Chairman of the MMDA and the LTFRB and the Administrator of the LRTA and one (1) representative from the private sector.

The Board is tasked to issue, prescribe, and adopt policies, programs, plans, standards, guidelines, procedures, rules, and regulations for implementation, enforcement, and application by the LRTA Management. The Board also convenes to resolve operations-related issues and concerns and other matters requiring immediate attention and resolution.

Chairman of the Board

Secretary, Department of Transportation (DOTr)

Board Members

Administrator, Light Rail Transit Authority (LRTA)

Secretary, Department of Finance (DOF)

Secretary, Department of Budget and Management (DBM)

Chairman, Metropolitan Manila Development Authority (MMDA)

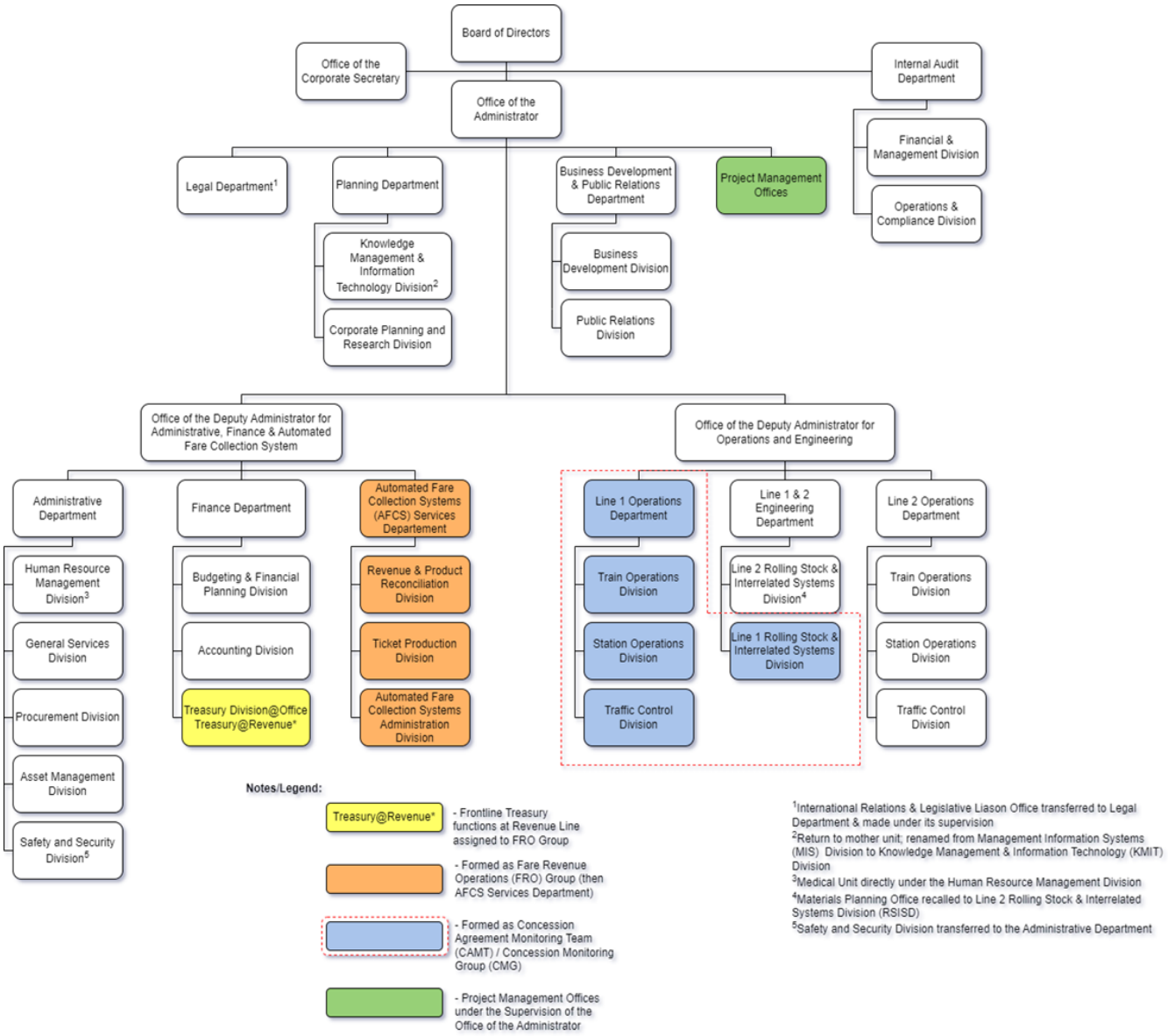
Secretary, Department of Public Works and Highways (DPWH)

Chairman, Land Transportation Franchising and Regulatory Board (LTFRB)

Secretary, National Economic and Development Authority (NEDA)

Source: LRTA Official Website

ORGANIZATIONAL STRUCTURE



KEY OFFICIALS

Scan QR Code to View or Download LRTA Key Officials

KEY DEPARTMENTS AND OFFICES

Office of the Corporate Secretary

- The office of the Corporate Secretary provides administrative and technical support to the LRTA Board of Directors through the management of its affairs/activities and its members relative to the achievement of LRTA's corporate objectives.
- It is headed by the Corporate Secretary.
- Serves as the adviser to the Board Members on their responsibilities and obligations;
- Keeps the minutes of meeting of the Board and all other Committees in a book or books kept for that purpose, and furnishes copies thereof to the Chairperson and other members of the Board as appropriate;
- Keeps in safe custody the seal of the Authority and affixes it to any instrument requiring the same;
- Be fully informed and be part of the scheduling process of activities of the Board;
- Receives instructions from the Chairperson on the preparation of all schedules of activities of the Board, the calling of Board Meetings, the preparation of agenda for meetings, and notifying the Board of such agenda at every meeting;
- Oversees the adequate flow of information to the Board prior to meetings;
- Ensures fulfilment of compliance disclosure requirements to regulatory bodies; and,
- Responsible for the giving and serving of notices of Board and committee meetings, if applicable.
- The Corporate Secretary may have such other responsibilities as the Board may impose upon him. Thus, in the absence of a Compliance Office or the appointment of a Compliance Officer, the Corporate Secretary was designated by the LRTA Board as the Corporate Compliance Officer, in addition to his regular functions as Corporate Secretary.

Internal Audit Department

- The LRTA's Internal Audit Department shall provide independent and objective advisory services to LRTA designed to add value and improve the Authority's operations. In accordance with the Administrative Code of 1987, and as reiterated in the Philippine Government Internal Audit Manual (*PGIAM*), the functions of the Department are as follows:
  - Advises the Board of Directors on all matters relating to management control and operations audit;
  - Reviews and appraise systems and procedures, organizational structure, asset management practices, financial and management records, reports and performance standards of the agencies/units covered;
  - Analyzes and evaluates management deficiencies and assists top management by recommending realistic courses of action; and,
  - Conducts management and operations audit of LRTA activities and determines the degree of compliance with the Authority's mandate, policies, government regulations, established objectives, systems and procedures and contractual obligations

- Offices under the Internal Audit Department:
  - Financial and Management Division
  - Operations and Compliance Division

Office of the Administrator

- The Office of the Administrator provides overall leadership and direction, control and supervision of the LRTA operations and activities in accordance with general corporate policies approved by the Board to achieve the corporate goals and objectives of the Authority.
- The specific functions of the Office include the following:
  - Executes, administers and implements the directives as well as policies and measures approved by the Board and performs general policy, strategic and decision-making functions for the Authority;
  - Recommends, for Board approval, policies, programs, projects and other important matters in pursuit of corporate objectives, including the corresponding budgetary requirements thereto;
  - Ensures the attainment of corporate objectives and targets as well as the effective and efficient implementation of corporate policies, programs, operating systems and procedures;
  - Promotes the LRT system and the Authority in accordance with official policies and directions and administers the external relations program of the Authority; and,
  - Exercises such other powers and performs such other functions as may be vested in him by the Board.
- In addition to the duties imposed by the Board, the Administrator, likewise, performs the following:
  - Submits to the Board, as soon as possible after the close of each fiscal year, and to the appropriate oversight agencies, a complete report of the operations of the LRTA for the preceding year, and the state of its affairs;
  - Reports to the Board, from time to time, all matters within his knowledge which the interest of LRTA may require to be brought to its notice; and,
  - Coordinates and manages offices and units that are directly under the supervision of the Office of the Administrator.

Legal Department

- The Department shall be the central legal affairs office of the Authority. All rules, regulations, transactions made by the Authority that require legal consideration will have to be passed to the Legal Department. The Chief Legal Counsel of LRTA undertakes the following functions:
  - Evaluates, conducts researches, recommends and/or approves office regulations, contracts, agreements and transactions based on the current Philippine laws and regulations;

- Represents the Authority in all court proceedings and litigation in administrative bodies and will serve as consultant for legal opinions on certain issues faced by the Authority, its officials and/or employees;
- Identifies and resolves potential legal problems resulting from operational transactions;
- Performs final review of all contracts and other legal documents, and transact with government and private offices with respect to legal matters concerning the Authority; and,
- Supervises the works of existing complement of legal counsels, legal researchers and other support staff.

o Office under the Legal Department:
  - International Relations and Legislative Liaison Office (IRLLO)

Planning Department

- The Department oversees the identification and development of short, medium and long-term plans of the Authority, monitoring and evaluation of corporate performance, creation, dissemination, and utilization of knowledge for the different LRTA offices, and information technology management. It provides direct information to Management through a status report of ongoing plans, programs, and projects. It manages the Corporate Planning & Research Division (CPRD) and the then Management of Information Systems Division (MISD), now known as KMITD
- Offices under the Planning Department:
  - Corporate Planning and Research Division
  - Knowledge Management and Information Technology Division

Business Development and Public Relations Department (BDPRD)

- The Department oversees the conduct of research, feasibility studies, data gathering, and statistical analysis and the formulation/development of plans and programs for LRTA's non-rail revenue generated activities. It also ensures the promotion of the LRT system and its programs and projects through various platforms and channels to achieve greater public awareness of the Authority and its services.
- Offices under the Business Development and Public Relations Department (BDPRD):
  - Business Development Division
  - Public Relations Division

Office of the Deputy Administrator for Administrative, Finance & AFCS Services

- Advises and assists the Office of the Administrator in the formulation and implementation of rules and regulations necessary to carry-out the objectives and policies of the Authority concerning Administrative, Finance and Automated Fare Collection System services. Its specific functions are as follows:

- Develops, recommends and manages the implementation of operating plans, policies and strategies to ensure efficiency and effectiveness;
- Conducts/manages consultations and meetings with different Department Managers and Key Officials under the Office of the Deputy Administrator; and,
- Provides technical assistance to the Office of the Administrator and the LRTA Board, as may be requested.

Administrative Department

- The Administrative Department supervises and monitors policy-making and implementation with regard to human relations, development and management, asset management, procurement, general services, administration of health services to the Authority and provision of first-aid treatment to passengers in case of accident.
- The Safety & Security Division (SSD) is now under the supervision of the Administrative Department through Office Order No. 03, series of 2022.
- Offices under the Administrative Department:
  - Human Resource Management Division
  - General Services Division
  - Procurement Division
  - Asset Management Division
  - Safety and Security Division

Finance Department

- The Finance Department supervises and recommends the formulation of financial policies, short-term and long-term financial plans and programs, systems and procedures and oversees their implementation upon approval by the Board and/or the appropriate approving authority.
- Offices under the Finance Department:
  - Budgeting and Financial Planning Division
  - Accounting Division
  - Treasury Division

AFCS Services Department/Fare Revenue Operations Group

- The Automated Fare Collection System Services Department (AFCSSD) was renamed as Fare Revenue Operations (FRO) Group per Special Order No. 02, series of 2016, issued on 05 January 2016 after the transition of the Magnetic Ticketing System into the smartcard technology and the implementation of the Automated Fare Collection System (AFCS) Project (Contactless) for the LRT Lines 1 and 2 and MRT 3. Significant organizational modification was effected with the integration of the station ticket administration and sales collection operations such that the Treasury Division's function of revenue/sales collection and the personnel performing this function were all transferred to the FRO Group.

- The AFCS Department and its three (3) Divisions, namely, Revenue and Production Reconciliation Division, Ticket Production Division, and the AFC System Administration Division as well as the Treasury Extension Unit of Line 2's Revenue Line under the Treasury Division were deactivated. The Department and Division Managers of the deactivated AFCS Services Department were designated to head the FRO Group and its three (3) Divisions, respectively. On 25 January 2018, Special Order No. 28 was issued adopting a new interim organizational structure.
- The FRO Group's core functions are as follows:
  - Develops departmental plans and programs relevant to its mandate and in line with the agency mission, vision, and policies;
  - Issues and/or recommends AFCS policies and procedures to ensure efficient and effective fare revenue operations;
  - Acts as the Central coordinating office regarding AFCS-related issues and concerns of LRTA, with the DOTr Program Office/Scheme Provider, AFCS Concessionaire (AF Payments, Inc.) and other stakeholders;
  - Performs reconciliation of ticket sales and cash collection and settlement of payable transactions with AFCS Concessionaire;
  - Manages the Information Technology System relative to the operation of the AFCS generation of transactional data and reports, and AFCS-related information security management particularly the user access and security of the automated fare collections operations; and,
  - Manages station tickets and sales collection operations to ensure continuous supply of contactless tickets and efficient ticket sales collection to and from the revenue line.
  - Offices under the AFCS Services Department/FRO Group:
    - Revenue and Production Reconciliation Division
    - Ticket Production Division
    - Automated Fare Collection System Administration Division

Office of the Deputy Administrator for Operations and Engineering

- It develops, recommends and manages implementation of operating plans, policies, and strategies to ensure efficiency and effectiveness. Likewise, it oversees, directs and exercises immediate supervision over the following functional areas:
  - Line 1 Operations Department
  - Concession Agreement Management Team (CAMT)
  - Line 2 Operations Department
  - Lines 1 and 2 Engineering Department
  - Project Management Offices (PMO)

Line 1 Operations Department

- The Line 1 Operations Department is composed of the Train Operations Division, Station Operations Division, and Traffic Control Division as approved by the DBM in February 2010. These offices were deactivated with the effectivity of the LRT Line 1 Extension, Operation and Maintenance Project Concession Agreement on 12

September 2015. This paved the way for the establishment of an interim organization named the **"Line 1 Concession Agreement Management Team (CAMT)"** and "**Concession Agreement Management Team (CAMT)"** under the Office of the Deputy Administrator for Operations and Engineering.

Concession Agreement Management Team (CAMT)

- In line with the implementation of the LRT Line 1 Extension, Operation and Maintenance Project Concession Agreement (CA), and pending the development of LRTA's Reorganization/Restructuring Plan, the "Line 1 Concession Agreement Management Team (CAMT)" was created pursuant to Special Order (SO) No. 98 dated 23 September 2015 with amendments per Special Order No. 31 series of 2017 and Special Order No. 16 series of 2018. The CAMT then was under the supervision of the Office of the Deputy Administrator for Operations and Engineering with the Deputy Administrator as Head of the CAMT.
- The CAMT acts as the executive team that oversees, monitors compliances and assesses overall performance of the Concessionaire relative to its obligations and commitments under the CA. It also acts as the operating arm of the Grantors (DOTr and LRTA) in the performance of their obligations under the CA. The LRTA and the DOTr are co-Grantors and the CA only refers to their joint (i.e. combined) responsibilities. Therefore, an internal Memorandum of Understanding (MOU) had been signed between the Grantors to set out their separate responsibilities in more detail. With respect to the KPIs, the fundamental distinctions made were as follows: the LRTA is responsible for monitoring and reporting performance on a monthly basis to DOTr while the DOTr is responsible for the monthly financial audit of charges and for charging on a quarterly basis.
- Offices under the Concession Agreement Management Team (CAMT):

  Concession Monitoring Group (CMG)

  1. Train Services KPI Monitoring Division
  2. Station Services KPI Monitoring Division
  3. Compliance Control Division
  4. Inspection and General Monitoring Division
  5. Safety KPI Monitoring Unit

Line 2 Operations Department

- The Line 2 Operations Department is composed of the Train Operations Division, Station Operations Division, and Traffic Control Division. This Department is responsible for carrying out one of the core processes of LRTA, which is the LRT Operations Management. Its overall functions are as follows:
  - Provides safe and efficient train service in the Line 2 System;
  - Implements the fare collection, including the refund procedure; and,
  - Monitors, controls and/or coordinates train movements, rail vehicles and maintenance works on the facilities

- Oversees the performance of the following units under its supervision:
  - Train Operations Division
  - Station Operations Division
  - Traffic Control Division

Lines 1 & 2 Engineering Department

- This Department was previously responsible for overseeing the maintenance activities of maintenance service providers for both Line 1 and Line 2 systems. However, in September 2015, the operations and maintenance activities of the Line 1 system was transferred to the private sector through a 32-year Concession Agreement for the LRT Line 1 Extension, Operation and Maintenance Project.
- However, in July 2022, LRTA took-over the maintenance management of the Line 2 system. Hence, this Department is now directly responsible for the maintenance activities of the Line 2 system.
- Offices under the Lines 1 & 2 Engineering Department:
  - Line 1 Rolling Stock and Interrelated Systems Division (Line 1 RSISD)
  - Line 2 Rolling Stock and Interrelated Services Division (Line 2 RSISD)

PROJECTS MANAGEMENT OFFICES (PMO)

- The Projects Management Office (PMO) was created through Special Order No. 09, series of 2022, issued on 04 January 2022, consistent with the DBM Circular No. 485 dated 13 March 2003, to rationalize the existing various project management offices of LRTA. The PMO reports directly to the Office of the Deputy Administrator for Operations and Engineering. Each project is headed by a Project Manager. The PMO performs the following functions:
  a. Ensures efficient, prompt and effective implementation of all projects of LRTA;
  b. Ensures that all concerned projects are properly coordinated and are consistent with LRTA's regular and core functions;
  c. Collates and/or consolidates regular accomplishment reports and performance monitoring reports of the concerned project management offices of LRTA; and,
  d. Actively participates in the inception, planning, development, assessment, evaluation and approval of proposed and/or planned projects.
- The Project Manager is tasked and is required to duly coordinate, interface, report and submit/present accomplishment reports and project-related documents of LRTA.
- PROJECT MANAGEMENT OFFICES (PMO):
  - Line 1 Cavite (South) Extension Project
  - Line 2 East Extension Project
  - Line 2 West Extension Project

Part II – Employment and Other Human Resource Actions

EMPLOYMENT STATUS IN GENERAL

- Permanent – issued to a person who meets all the minimum qualifications and requirements of the position to which they are being appointed, including the appropriate eligibility prescribed, in accordance with the provisions of law, rules, and standards promulgated in pursuance thereof. This includes all levels of positions.

- Temporary – issued to a person who meets the education, experience, and training requirements for the position to which they are being appointed, except for the appropriate eligibility, but only in the absence of a qualified eligible actually available, as certified by the Civil Service Regional Director or Field Officer. The appointment shall not exceed twelve (12) months, reckoned from the date it was issued, but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available.

- Co-terminous – issued to a person whose entrance and continuity in the service is based on the trust and confidence of the appointing authority or of the head of the organizational unit where assigned; or co-existent with the incumbent; or limited by the duration of the project; or co-existent with the period for which an agency or office was created. Specifically, the categories of co-terminous appointments are:
    a. Co-terminous with the appointing authority,
    b. Co-terminous with the head of organizational unit where assigned,
    c. Co terminous with the incumbent,
    d. Co-teriminous with the project, and
    e. Co-terminous with the life span of the agency.

- Contractual – issued to a person who shall undertake a specific work or job for a limited period not to exceed one year. The appointing authority shall indicate the inclusive period covered by the appointment for purposes of crediting services.

- Casual – issued only for essential and necessary services in cases where there are not enough regular staff to meet the demands of the service.

PERSONNEL MOVEMENTS/ACTIONS

- Promotion – advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary.

- Transfer – movement of an employee from one position to another, which is of equivalent rank, level or salary without break in the service involving the issuance of an appointment.

- Reappointment – the re-issuance of an appointment during reorganization, devolution, salary standardization, re-nationalization, or similar events. Reappointment presupposes no gap in the service.

OTHER PERSONNEL MOVEMENTS

The following personnel movements which will not require issuance of an appointment shall nevertheless require an office order by duly authorized official.

- Detail – temporary movement of an employee from one department or agency to another, which does not involve a reduction in rank, status, or salary.

- Job Rotation – the sequential or reciprocal movement of an employee from one office to another or from one division to another within the same agency as a means of developing and enhancing the potentials of people in an organization by exposing them to the other work functions of the agency.

- Designation – the imposition of additional duties to be performed by a public official, which is temporary and can be terminated at any time at the pleasure of the appointing authority.

CONTRACT OF SERVICES / JOB ORDERS

Contract of Services / Job Orders refer to employment described as follows:

a. The contract covers lump sum work or services such as janitorial, security, or consultancy services where no employer-employee relationship exists;
b. The job order covers piece work or intermittent job of short duration not exceeding six months on a daily basis;
c. The contracts of services and job orders are not covered by Civil Service Law, Rules and Regulations, but covered by COA rules;
d. The employees involved in the contracts or job orders do not enjoy the benefits enjoyed by government employees, such as PERA and RATA.

Part III –
Time and Attendance and Leave Administration

OFFICE HOURS

- All employees are required to render not less than eight hours of work a day, five days a week. This adds up to forty (40) hours a week, exclusive of the one – hour lunch break for office-based/support offices employees. Any deficiency in the hours of work on a week cannot be compensated on the following week. Offsetting of undertimes and absences shall not be allowed. (Section 7 Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292)

- It shall be the duty of the Head of the Agency or his Authorized Representative to require all officers and employee under him to strictly observe the prescribed office hours. (Section 1 Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292)

- All employees, except exempted Officials and Officers shall be required to log in/out their daily time records using the bundy clock/fingerscan units/biometrics system. As a back-up system, the Security Guards on duty shall log the IN/OUT entries of employees concerned in the official logbook.

- In the absence of the biometric system, the employees shall be required to log in and out their entries at the official Record/ Logbook located at different strategic places subject to validation of the assigned Security Guard.

- All Heads or OICs of Divisions/Departments, those of the Project Management Offices and the assigned drivers of said officials and other Officers with approved exemption from the Administrator are exempted from the use of biometrics finger scanning but shall follow the Full Flexi-time schedule which starts at 7:00 A.M. and ends at 6:30 P.M.

- At all times, there shall be a one-hour lunchbreak from 12:00 noon – 1:00 pm regardless of the time the employee reported for work. Recording of attendance during lunchtime (time in and out) maybe done simultaneously. Exemption shall only be allowed when an employee has a duly approved Notice of Official Business (OB).

- All employees observing Full Flexi-time/ Modified Flexi-time schedule are required to attend the Flag Ceremony every first Monday of the month at 8:00AM.

- All employees are required to render not less than eight hours or work a day, five days a week. This adds up to forty (40) hours a week, exclusive of the one-hour lunch break for office-based/support offices personnel. Any deficiency in the hours of work in a week cannot be compensated on the following week. Offsetting of undertimes and absences shall not be allowed.

WORK SCHEDULE

To give ample time for the HRMD to post employee work schedule to the Time Monitoring System (TMS), all work schedule MUST BE submitted to the HRMD at least fifteen (15) days prior to its date of implementation.

Full Flexi-time

- Qualified office-based/support offices Solo Parents are entitled to observe the Full Flexi-time Schedule.
- The Flexi-time starts at 7:00 AM and ends at 6:30 PM. Thus, an employee may opt to report for work anytime from 7:00 AM – 9:30 AM. and complete the required eight hours of work until between 4:00 PM to 6:30 PM.
- The core working hours shall start from 9:30 AM to 4:00 PM. On Mondays thru Fridays. An employee who reports for work later than 9:30 AM (i.e. 9:31 AM) shall be considered tardy and one who leaves earlier than 4:00 PM shall be considered undertime.

Modified Flexi-time Schedule

- For office-based/ support offices personnel only.
- The Modified Flexi-time starts at 8:00 AM and ends at 6:30 PM. Thus, an employee may opt to report for work anytime from 8:00 AM – 9:30 AM. and complete the required eight hours of work until between 5:00 PM to 6:30 PM.
- The core working hours shall start from 9:30 AM to 5:00 PM on Mondays thru Fridays. An employee who reports for work later than 9:30 AM (i.e. 9:31 AM) shall be considered tardy and one who leaves earlier than 5:00 PM shall be considered undertime.

Fixed Schedule for Frontline/Shifting Employees

- with only 8-hour duty
- log IN & OUT not required on meal breaks
- *no grace period;* schedule is fixed
- Qualified Solo Parents and personnel in the offices which are directly involved with the operations such as :
    i. Traffic Control Division (TCD)
    ii. Train Operations Division (TOD)
    iii. Station Operations Division (SOD)
    iv. Safety and Security Division (SSD)
    v. Public Relations Division (PRD)
    vi. Fare Revenue Operations Group (FROG)
    vii. Medical Section
    viii. Line 2 Rolling Stock and Interrelated Systems Division (RSISD) / Warehouse Section

ix. Concession Agreement Management Team (CAMT) personnel on shifting schedule

Note1: Qualified Solo Parents shall be given priority to choose a monthly schedule by the concerned Office Head prior to the posting and implementation of the next monthly schedule subject to recommendation of the Division Head and the approval of their respective Department Head.

Note 2: All Supervisors of the Frontline Offices following an 8:00 a.m. to 5:00 p.m. schedule are considered frontline employees due to the nature of their work. They are, therefore, required to stay at their respective offices during Work Suspension or during declaration of half days (due to typhoon, etc)

HALFDAY (HD)

- A frontline/shifting employee has to render at least 4 hours of service to be considered half-day;
- An office-based/support offices personnel has to render at least 4 hours of service, this does not include the 12:00 – 1:00 pm noonbreak, to be considered half-day
- In case of less than four (4) hours of service, the employee shall be considered as either late or undertime.
- For Modified Flexi-time Schedule

Example 1) Employee's Work schedule is 9:30 AM – 6:30 PM

(for office-based employees only)

If an employee reports for work at 1:00 pm and leaves at 6:30 pm, he shall be considered late for two (2) hrs. and thirty (30) minutes which is equivalent to 0.312 day. This shall not be treated as HALFDAY but shall be counted as tardiness.

REST DAYS

- Both office-based/support offices personnel & the frontline/shifting employees shall have the same number of RD's in a month. Allowable RD's in a month should not exceed the number of Saturdays, Sundays & Legal Holidays in the applicable month;
- An employee shall be required to file a leave of absence (Forced or Vacation Leave) in lieu of the incurred Excess RD's. Otherwise, if the VL credits are already exhausted, the excess RD's shall be deducted from the employee's salary;
    - To avoid excess RD's for a frontline/shifting employee, all work schedule shall be submitted to the Human Resource Management Division (HRMD) for checking at least fifteen (15) days prior to the applicable month;
    - Upon submission of the Daily Time Records (DTRs), overtime services that falls on Rest Days should be indicated, otherwise, overtime services shall not be paid.

ABSENCES

- Absences filed as Vacation Leave (VL), and Sick Leave (SL) shall be deducted from corresponding leave credits. Said VL and SL shall be counted in the frequency of Leave of Absence used in the evaluation/renewal of employees. However, absences applied as sick leave of one or more days duration shall not be included in the frequency of leave of absence for purposes of renewal/evaluation for the following reasons:
  - Approved Study Leave;
  - Sick Leave requiring confinement/ hospitalization (with medical records/ certificate for validation of company physician), highly infectious diseases (sore eyes, varicella, mumps, typhoid and/or dengue fever), vehicular accident or work-related accident – validated or as determined by LRTA Physicians;
  - Bereavement Leave of immediate member;
  - Maternity Leave (not more than 60 days);
  - Paternity Leave (7 days only);
  - Solo Parent Leave (7 days only);
  - Scheduled Matrimony;
  - Special Leave (not to exceed 3 days);
  - Forced leave (5 days);
  - Rehabilitation Leave (not to exceed six months); and
  - CNA Leave (3 days)

- Disapproved Leave (either filed with application or not /due to late filing) shall be counted in the frequency of absences and shall be deducted from the salary.

- An employee should render a minimum of two (2) hours during his regular working day to be considered present for the day, as such, late and undertimes shall be charged against his VL credits; otherwise, if the employee did not meet the minimum 2 hours requirement *(Section 28 Rule XVII, Omnibus Rules Implementing Book V of EO 292)* he shall be considered absent and therefore, should file an application of leave on that day.

LATE/ UNDERTIME

- Tardiness and Undertime are deducted from Vacation Leave credits and shall not be charged against SL credits. Unless the tardiness or UT is for health reasons supported by medical certificate and other supporting documents as validated by the LRTA physician, it shall be charged against the SL credits.

- An office-based/ office support employee can be late twice in a day (late in the morning and late in the afternoon, that is A.M. "IN" and P.M. "IN"). This shall be recorded in the monitoring of attendance as 2 counts of tardiness.

  For example, an employee with a 9:30 a.m.- 6:30 p.m. work schedule who logs in at 9:31 a.m. and logs in at 1:02 p.m., shall be considered late for 1 minute in the morning, and 2 mins. in the afternoon.

    - Absences/Tardiness/Undertimes During Holidays

For frontline/shifting employees, absences/tardiness/undertimes incurred during Holidays shall not be deducted from the employee's leave credits but shall be recorded and counted in the number of incurred absences/ tardiness/undertime as one of the basis of the renewal of contract of CONTRACTUAL employees.

LEAVE WITHOUT PAY (LWOP)

- All absences of an employee in excess of his accumulated VL or SL credits earned shall be without pay.
- When employee had already exhausted his SL credits, he can use his VL credits but not vice versa.
- Leave w/o pay shall not be granted whenever an employee has leave with pay to his credit except in the case of secondment.
- To compute the salary of an employee who incur LWOP in a given month, the following formula shall be used:
  Salary = mo. salary – {[mo. sal. ÷calendar days] x no. of days of LWOP}

- Pursuant to CSC MC No. 24, s. 1999, to compute the salary of employee who incur a continuous absence of over ten (10) working days, the following formula shall be used:

  Salary = mo. salary – {[mo. sal. ÷actual no. of working days] x no. of days of LWOP

ABSENCE WITHOUT OFFICIAL LEAVE (AWOL)

- An officer/employee shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the Leave Law for at least three (3) months in a semester or at least thre (3) consecutive months during the year. *(Section 22 Rule XIV, Omnibus Rules Implementing Book V of Executive Order No. 292)*

- An employee who is continually absent without approved leave for at least thirty (30) calendar days shall be considered on AWOL and shall be separated from the service or dropped from the rolls w/o prior notice.

- If number of unauthorized absences incurred is less than thirty (30) calendar days, a written Return –to – Work Order shall be served to him to his last known address on record either personally or via registered mail. Failure on his part to report for work w/n the period stated in the order shall be valid ground to drop him from the rolls.

WORK SUSPENSION

- An employee who fails to report for work on a regular day for which suspension of work is declared after the start of the regular working hours, he shall not be considered absent for the whole day, instead, he shall only be deducted leave credits or the amount corresponding to the time when official working hours start up to the time the

suspension of work is announced. *(CSC MC. No. 14, s. 1999*). This applies to all office-based personnel and to frontline/shifting employees.

OVERTIME SERVICES

- The rendition of overtime services shall be authorized only when extremely necessary, such as when a particular work or activity cannot be completed within the regular work hours and that non-completion of the same will:
  a) cause financial loss to the government or its instrumentalities;
  b) embarrass the government due to its inability to meet its commitments; or c) negate the purposes for which the work or activity was conceived.

- As a general rule, the remuneration for overtime services shall be through CTO, in accordance with the guidelines under the CSC-DBM Joint Circulars No. 2, s. 2004 and No. 2-A. s. 2005.

- The payment in cash of overtime services through Overtime Pay may be authorized only in exceptional cases when the application of CTO for all overtime hours would adversely affect the operations of the agency.

<u>Priority Programs & Activities That May Warrant Rendition of Overtime Services</u>
The priority programs and activities that may warrant rendition of necessary overtime services may include the following:

i. Implementation of special or priority programs and projects embodied in the Presidential directives with specific dates of completion;
ii. Completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work;
iii. Relief, rehabilitation, reconstruction, and other work or services during calamities and disasters; Essential public services during emergency or critical situations that would require immediate or quick response;
iv. Seasonal work such as budget preparation, and attendance to Budget hearing after regular office hours, annual inventory activities, tagging of work schedule activities, or preparation of monthly/annual reports to meet scheduled deadlines;
v. Services rendered by drivers and other immediate staff of officials who are required to keep the same working hours as these officials;
vi. Urgent/unscheduled activities or tasks that need to be accomplished as maybe determined and recommended by the respective Division/Department Managers with the approval of the Administrator or his duly authorized representative;
vii. Preparation of employee evaluation to determine the renewal or non-renewal of contractual appointments of employees, which comprise more than 66% of the organization's populace and the preparation other documents such as Appointments/Contracts for the Contract of Service Personnel with scheduled deadline of submission to the Civil Service Commission (CSC);

viii. Review of supporting documents and computation of first salaries and final payment/last salaries; updating/review of leave credits; review of terminal leave pay/ retirement benefits of employees; separation benefits of end-of-contract due to turn over to private entity; preparation of year-end reports/schedule of payables;

ix. Manpower complement to ensure continuity of the revenue operation for our passengers. This covers rendition of overtime work in place of vacancies due to resignation/separation from the service, on-leave (maternity, sick, vacation) employees, or during force majeure, accident or extra-ordinary circumstances requiring deployment of additional manpower.

x. Preparation for the annual closing of the Books of Accounts, Special Financial/ Accountability Reports required by the oversight agencies like the Congress of the Philippines, Office of the President, Commission on Audit (COA), Department of Budget and Management (DBM) , Department of Finance and the National Economic & Development Authority (NEDA), JBIC and other government oversight agencies;

xi. Legal services to facilitate the resolution of administrative cases and/or rendition of decisions;

xii. Services rendered by the BAC Secretariat personnel authorized in Section 4.7 of the Budget Circular No. 2004-5 dated March 23, 2004;

xiii. Services rendered by the Training Instructors/Personnel which covers trainings on night time such as night- driving and beyond regular working hours;

xiv. Services rendered by Committee-members created and hereinafter created in the fulfillment of their functions except those entitled to honoraria; and

xv. Such other activities that are needed to meet the performance targets or deliver services to the public as may be determined by the agency head.

EMPLOYEES WHO MAY BE AUTHORIZED TO RENDER OVERTIME SERVICES WITH PAY

a. Employees holding regular, contractual, and casual positions of division chief or equivalent level and below, may be authorized to render overtime services with pay;

b. Incumbents of positions of division chief or equivalent level and below, designated as Officer-in-Charge of higher level positions, may also be authorized to render overtime services as they are still bound to observe the prescribed work hours in their respective offices;

OFFICIALS AND EMPLOYEES WHO ARE NOT AUTHORIZED TO RENDER OVERTIME SERVICES WITH PAY OR COMPENSATION

The following government officials and employees are not authorized to render overtime services:

a. Personnel holding positions higher than division chief or equivalent levels;
b. Those granted other forms of allowances or benefits for services rendered beyond the prescribed work hours under existing laws, rules, and regulations ;
c. Personnel who are on travel status;
d. Personnel who are on study leave;

LIMITATIONS ON OVERTIME SERVICES AND OVERTIME PAY

- Only employees who arrive on or before the start of the workday shall be allowed to render overtime work with pay, provided at least 2 hours of overtime services are rendered.

- One-hour breaks shall be observed for breakfast, lunch, or supper and rest, and every 3 hours of continuous overtime service, or as may be necessary. This will apply for overtime services rendered beyond eight (8) hours of regular work for office-based/support offices personnel only.

- Overtime services of frontline/shifting employees shall be computed without any mealtime breaks, provided that no personnel shall be allowed to render continuous services for an aggregate of more than sixteen (16) hours except in very extreme cases when there is a declared national emergency.

- For office-based/support offices personnel, only a maximum of 12 hours of overtime services on a rest day or scheduled day off, holiday, or special non-working day, shall be compensated through Overtime Pay.

- Overtime work during rest days, Saturdays, Sundays and Holidays or non-working days shall be from 8:00 am to 5:00 pm. However, for frontline/shifting employees, overtime work shall be computed based on the duly approved work schedule.

- Whenever a working day is declared half-day, overtime in the afternoon shall not be considered until the regular eight (8) working hours have been completed.

- Rendering overnight overtime service shall be resorted to only when extremely necessary. No employee shall be allowed to render overnight service for more than 2 consecutive nights, for health reasons and to ensure employee productivity.

- The period of overtime services shall not be used to offset undertime.

- All authorized overtime services rendered shall be paid provided that the total overtime rendered shall not exceed forty hours (40) per month except in the exigency of the service for frontline/shifting employees subject to the justification of the head of the concerned office and to the availability of funds and pertinent budgetary, accounting and auditing rules and regulations.

- The total Overtime Pay of an employee in a year shall not exceed 50% of his/her total basic salary for the year.

- The total amount of Overtime Pay to be spent by an agency shall not exceed 5% of its total Personnel Services (PS) budget for a given year.

- Any grant of Overtime Pay in excess of the 5% limit shall be subject to approval of the DBM in accordance with existing budgeting and accounting rules and regulations.

COMPUTATION AND DOCUMENTARY REQUIREMENTS FOR PAYMENT OF OVERTIME SERVICES

Personnel rendering overtime services shall be entitled to overtime pay by the hour which shall be based on his/ her actual hourly rate, computed as follows:

` $$\text{Actual Hourly Rate (H.R)} = \frac{\text{Actual Salary Per Month}}{22 / 8}$$

Overtime pay shall be computed as follows:

a. For regular working days: plus 25% of the Hourly Rate (0.25 x HR)

Overtime Pay= 1.25 x HR x no. of hours rendered

b. For Rest Days and Holidays: plus 50% of the Hourly Rate (0.50 x HR)

Overtime Pay= 1.50 x HR x no. of hours rendered

Payment of Overtime shall be supported by the following requirements:

Approved Authority to Render Overtime Services

Requesting Officer/Personnel	Recommending Approval	Approval
Division Manager	Concerned Department Manager	Deputy Administrator for Administrative, Finance & AFCS
Below Division Manager	Division Manager concerned	Concerned Department Manager

Requests for approval of authority to render overtime services shall be submitted not later than the 20th of the month prior to applied month/s of which such overtime services shall be rendered.

The authority to render overtime shall include the names of personnel & a detailed enumeration of the tasks to be performed or expected output for the applied month/s and the approximate time/period of services.

i. Approved Daily Time Records (DTRs)
ii. Approved Monthly Work Program/Activities; and
iii. Approved Monthly Overtime Accomplishment Form (MOAF)

All employees authorized to render overtime shall be required to submit Monthly Overtime Accomplishment Form (MOAF) duly approved by the concerned Division Manager at the end of each month for the services performed during the overtime rendered. This shall be attached to the DTR as basis for payment of overtime services rendered.

CONTROL MEASURES

Overtime service rendered on regular workday.

- An employee who has incurred tardiness regardless of number of minutes/hours shall no longer be authorized to render overtime service on that particular day.
- However, for frontline/shifting employees, in cases where no relievers are available to perform the required function, an employee who has rendered services less than the abovementioned requirement during a regular workday shall be allowed to claim overtime services with pay; provided that the supervisor of the unit where the service is required issues a Certification as to the existence of this condition/situation.

Overtime Services Rendered on RD's by Office-based/Support Offices Employees

- Only personnel who have rendered the required forty (40) hours of work in a week subject to the work schedule approved by the agency shall be authorized to render overtime services with pay on said weekend, subject to the following:
  i. Duly approved VL/SL/SPL, Leave with Pay and Sick Leave without pay (SLWOP) ××× shall be considered as actual service rendered in computing the above-mentioned service requirement; (××× as provided under Section 28, CSC MC No. 41, s. 1998)
  ii. Unofficial Leave, Vacation Leave without pay (VLWOP) & Late/UT without pay due to exhausted Vacation Leave credits shall not be credited in the determination of the 40-hour weekly service requirement; and
  iii. Holidays falling within the work week shall be credited in the determination of the 40- hour weekly service requirement.

- Absence from work of any personnel without proper approval from their immediate supervisors or those employees without approved leave of absence shall not be authorized to claim payment for his/her rendered overtime services the following day from which the date of absence has not been approved.

- Employees on training, seminar or scholarship grants or who are on official travel are not entitled to payment of overtime service.

- When a fingerscan/ bundy clock is available, overtime services shall not be paid based on ink entries except in the case of the drivers of officials and division managers where ink entries shall be allowed subject to authentication by the official served. Handwritten entries of overtime services rendered shall be paid in the absence of bundy clock

provided that such entries shall be validated by the Guard-on-duty in an attached copy of the official logbook.

Violations of the Overtime Policy/Abuses on overtime privilege

- Violations of the overtime policy/Abuses on overtime privilege shall be dealt with accordingly under the provisions of the Uniform Rules on Administrative Cases in the Civil Service and other pertinent law, rules and regulations.

NIGHT DIFFERENTIAL PAY (NDP)

- When an employee working in a regular night shift falling within the 6:00 P.M. to 6:00 AM period renders services in excess of the regular 8-hour shift, the excess hours shall be compensated in accordance with the rules and regulations on overtime compensation.

- To qualify for the NDP, the official working hours shall be prescribed by the head of office or any authorized official taking into consideration the nature of the services of the Office concerned and the necessity for an official shift outside the ordinary working hours prescribed by the CSC, provided that such official working hours is *observed for at least ten (10) working days, not necessarily consecutive, within a month*.
    - Payment of Night Differential of thirty (30) minutes or less shall not be considered
    - The Hourly Basic Rate shall be computed as follows:

      Plus 20% of the Hourly Rate (0.20 × HR)

      Night Differential Pay = 1.20 × HR × no. of regular working hours falling within the 6:00 p.m. to 6:00 a.m. period.

DAILY TIME RECORDS (BIOMETRIC ENTRIES/ATTACHMENTS)

- Pursuant to COA Circular No. 2012-001 dated June 14, 2012, duly signed DTRs should be submitted to the office of the HRMD *within forty-eight (48) hours* from the date of issuance of the unsigned DTRs from the HRMD. The policy of NO DTR NO SALARY shall be applicable to ALL employees regardless of the position and the status of appointment.

- Late submission of DTRs and its supporting documents shall mean exclusion from the payroll of the applicable period. Said salaries shall only be included in the succeeding payroll but only upon having submitted the duly signed DTRs.

- Since we strictly adhere to the "NO DTR, NO SALARY" policy, late submission of DTRs for the applicable period consequently results to failure of the employee to pay the amount dues such as monthly statutory contributions/monthly loan amortizations. In the event that the cause of delay of payment is due to non-submission of the DTR, the concerned employee shall be charged by the concerned offices (GSIS/

PAGIBIG/PHILHEATH) a penalty equivalent to 1/20 or 1% of any unpaid amount for every day of delay.

- Procedure
  a. DTRs with complete biometric entries and attachments
     Employees whose DTRs are with complete biometric entries and attachments shall automatically be forwarded to employees for their signature and that of their immediate supervisor. The signature of the employee and the concerned supervisor shall certify or attest to the correctness and binding effect of the DTR.

  b. DTRs with incomplete biometric entries and attachments
     - For those DTRs with INCOMPLETE Biometric entries and/or with discrepancies, the concerned employee shall accomplish the "Request for DTR Correction Form" . In this case, signatures of both the concerned employee and that of his immediate supervisor who must be a Unit Head/Division Head/Department Head/ Head of Office shall be required.
     - For failure to submit the specific requirement after being duly notified, it shall be understood that the employee was absent/late/undertime/halfday and shall receive his/her salary on the next payroll period.
     - Duly signed DTRs submitted to the HRMD with incomplete entries shall no longer be verified by the HRMD for it is understood that once the DTR is signed, both the employee and the supervisor's signature affirm and certify to the correctness and completeness of the time entries. Therefore, if an employee misses to reflect his OB/SL/VL/RD etc. on a particular date, he shall be marked absent/late/UT/half day, etc. . The immediate supervisor who signed the DTR of his subordinate shall be jointly liable for any discrepancies in the DTR submitted.

  c. Submission of DTRs
     - All employees are reminded to be responsible in handling their DTRs and to strictly comply with the deadlines of submission
     - Late/non-submission of DTRs on the scheduled deadline shall mean exclusion from the corresponding payroll.
     - The HRMD shall not be held responsible in the late submission of required documents.

     <u>Attachments</u>

     All documents needed in the processing of the DTRs *(i.e. Leave Application, duly approved Shift Deviation/Swapping Forms, dully accomplished OB Forms, etc.)* must be submitted to the HRMD strictly adhering to the approved policy/guidelines on the submission of the mentioned documents.

Late submission of said documents shall result to halfday, late or absence report on the DTR of the employee, therefore, deduction from leave credits or salary shall take effect, whichever is applicable.

A. Duly Approved Work Schedule

- All DTRs could not be processed without encoding first the employees' duly approved work schedule. To give ample time to post duly approved schedule to the Time Monitoring System (TMS), all work schedule MUST BE submitted to the HRMD office at least fifteen at least *fifteen (15) calendar days* prior to the date of its implementation.

B. Official Business Form

- For all Official business transactions, employees are hereby directed to accomplish the Notice of Official Business Form

- OB Forms duly approved by the Office Manager should be accomplished and submitted to the HRMD within forty-eight (48) hours after its availment.

- Personal Business, non-work related activities and medical consultations/physical check-ups and other forms of availing the HMO benefits cannot be considered as official business. In no case that the OB Forms be used just to cover-up tardiness/undertime/halfday.

- An employee on official business who fails to submit the required forms to the HRMD shall be considered absent/halfday, therefore without pay and will be deducted from his/her vacation leave (VL) credits. However, in case his/her VL credits are already exhausted, such shall be automatically deducted from his/her salary for the applicable period.

- The Certificate of Appearance should be signed by the authorized personnel from the visited place where Official Business were conducted. Certificate of Appearance must be completely accomplished indicating the TIME IN/OUT and properly signed by the authorized personnel from the visited place where Official Business were conducted. For multiple transactions, you may utilize the back portion of the revised OB Form.

C. Shift Deviation Form/ Swapping Form/ Schedule Exchange Form

- Swapping of Schedule/Shift Deviation shall only be allowed twice a month and should be on a daily basis, except on emergency cases and as per operations requirement where services of a particular employee so requires.

- Approved deviations of shifts and the like which are more than what is allowed for the month shall be justified by the approving Section Heads/Division Heads who must submit it to the HRMD together with the employee's DTR, otherwise, said employee shall be considered as absent for that particular day. Such justification should be submitted to the HRMD within 48 hours or not later than

the cut-off period whichever is earlier so as not to cause delay in the printing of employees' DTRs.

- Swapping/Shift Deviation forms which are prepared 3 working days in advance shall be submitted to the concerned divisions by the swapping parties to allow the assigned clerks/timekeepers to change the calendar schedules. Immediately upon/after the effectivity of the swapping, the forms shall be forwarded to the HRMD to enable checking of the changed shift. However, during emergency cases, said swapping/shift deviation forms maybe allowed at least on the day of its effective date prior to availment. Straight duty shall be accommodated provided that services rendered for the day should not exceed sixteen (16) hours (8 hrs. regular duty + 8 hrs. OT).

- Frontline/shifting employees whose work schedules were changed due to exigency of the service and as initiated by the concerned offices shall not be required to accomplish the Shift Deviation/Swapping Forms. The Duty Managers/Supervisors of the concerned offices instead shall submit to the HRMD a Weekly Summary Report of those changes duly approved by the Division Manager of the concerned office.

LEAVE OF ABSENCE

(as per Rule XVI of the Omnibus Rules Implementing Book V of EO 292)

- An employee does not earn leave credits on days where he has been suspended from work
- Computation of Vacation Leave (VL) and Sick Leave (SL) shall be made on the basis of one day VL and one day SL for every 24 days of actual service.
- An employee shall be entitled to fifteen (15) days VL and fifteen (15) days SL annually with full pay (Rule XVI Section 1)
- Unauthorized Leave shall be deducted from the salary

- Description of Leave:

a. Vacation Leave (VL)

- An employee earns 1.25 day per month
- Cumulative and commutative
- Vacation Leave Application must be filed at least one (1) week prior to its availment except during emergency cases such as force majeure, burial, transportation strike or other similar cases;
- All incurred tardiness and Undertime are deducted from VL credits;
- If VL is exhausted, all tardiness and UT w/o pay shall automatically be deducted from the salary
- All unofficial Leave and all VL w/o pay shall automatically be posted in the column of Absences without Pay in the Employee's Service Record and Leave Card

b. Sick Leave (SL)

- An employee earns 1.25 day per month
- SL shall be granted only on account of sickness/ disability on the part of the employee concerned or any member of his immediate family.
- Cumulative and commutative;
- All applications for Sick Leave of Absence for one full day or more shall be made using CSC Form No. 6 and must be filed upon reporting back to work;
- Application for SL in THREE (3) successive days MUST be accompanied by a proper medical certificate.
- SL maybe filed in advance in cases where the employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a proper medical Certificate;
- Approval of applications for SL of not exceeding three (3) days maybe determined by the Office whether granting of such is proper under the circumstances. In case of doubt, a medical certificate maybe required.
- Approval of SL, whether with or without pay, is mandatory provided that proof of sickness/disability is attached to the application. Unreasonable delay in the approval/non-approval without justifiable reason shall be a ground for appropriate sanction against the official concerned.

c. Special Leave (SPL)

- An employee can avail of maximum of three (3) days annually over and above the VL, SL, Maternity Leave, Paternity Leave and Solo Parent Leave; non-cumulative and non-commutative; application must be filed at least one (1) week prior to availment except on emergency cases.
- An employee must have rendered at least a month of service before he can avail one (1) SPL.

d. Forced/Mandatory Leave (FL)

- Pursuant to rule XVI – Leave of Absence Section 25 of the Omnibus Rules Implementing Book V of Executive Order # 292 made effective November 23, 1989, "All officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) days annually……". This Mandatory leave shall be FORFEITED if not taken during the year and shall be deducted from your vacation leave credits except when cancelled in the exigency of the service by the Head of Office or his Authorized Official.
- However, if such application for FL has been disapproved/cancelled by the Immediate Supervisor in the exigency of the service, the scheduled leave not enjoyed shall no longer be deducted for the total accumulated VL. Those employees with accumulated VL of less than ten (10) days shall have the option to go on FL or not.
- All offices are required to submit the schedule of the annual mandatory leave of the employees every 2nd week of February of the applicable year.
- Employees may be allowed to reschedule their duly approved application for Forced/Mandatory Leave by accomplishing the prescribed form

e. Parental Leave to Solo Parents

Solo Parent - the following categories shall be considered as Solo Parent:

1. Any woman who gives birth as a result of rape and other crimes against chastity, even without a final conviction of the offender. Provided, that mother keeps and raises the child;

2. Parent left solo or alone with the responsibility of parenthood due to any of the following circumstances:

   a. Death of spouse;

   b. Detention of the spouse or serving sentence for a criminal conviction for at least one (1) year;

   c. Physical/mental incapacity of spouse as certified by a public medical practitioner;

   d. Legal separation or de facto separation from spouse for at least one (1) year provided he/she has custody of the children;

   e. Declaration of nullity or annulment of marriage as decreed by a court or by a church, provided, she/she has a custody of the children; and

   f. Abandonment of spouse for at least one (1) year;

3. Unmarried person who has preferred to keep and rear the children instead of having others care for them or give them up to a welfare institution;

4. Any other person who solely provides parental care and support to a child or children provided said person is duly licensed as a poster parent by the DSWD or duly appointed legal guardian by the court;
5. Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent: Provided, that such abandonment or disappearance, or absence lasts for at least one (1) year.

Availment of Parental Leave
1. The solo parent must have rendered government service for at least one (1) year, whether continuous or broken, reckoned at the time of effectivity of R.A. 8972 on September 22, 2002 and regardless of employment of status.
2. Parental Leave is seven (7) days shall be availed every year but non-cumulative and strictly non-convertible to cash; maybe enjoyed in continuous or in an intermittent manner (Sec. 20)
3. Solo Parent Leave or Parental Leave must be filed at least five days prior to its availment, except on emergency cases.
4. The Solo Parent employee may avail of parental leave under any of the following circumstance:

O Attend to personal milestones of a child such as birthdays, first communion, graduations and other similar events;
O Perform parental obligations such as enrollment and attendance in school programs, PTA meetings and the like;
O Attend to medical. Social, spiritual and recreational needs of the child; and
O Other similar circumstances necessary in the performance of parental duties and responsibilities, where physical presence of a parent is required.

f. Paternity Leave

- Seven (7) days annually but non-cumulative and strictly non-convertible to cash;
- Maybe enjoyed either in continuous or in an intermittent manner by the employee on the days immediately before, during or after the childbirth or miscarriage of his legitimate spouse. (Sec. 20 of CSC MC No. 41, s. 1998);
- An employee must have rendered at least a month of service before he can avail Paternity Leave.

g. Maternity Leave

- An employee must have rendered at least a month of service before she can avail the Maternity Leave Benefit ; maybe granted more than once a year
- If an employee has rendered two (2) or more years of gov't service, she will be entitled to maternity leave of sixty (60) calendar days with full pay (Sec. 11 of Omnibus Rules on Leave)
- Those who have rendered one (1) year or more but less than two(2) yrs. shall be computed in proportion to their length of service. They may receive full pay for a number of days based on the ratio of 60 days to two (2) years of service

where: y = the no. of days in the service
x = the no. of days to be paid in full.
2 years = 720 days

$$60 / 720 = x / y$$
$$720x = 60y$$
$$x = 60y/720$$
$$x = y/12 \text{ (no. of days to be paid in full)}$$

- Those who have rendered government service of less than one year are entitled to 60-days mat. leave with half-pay.
- Note: An employee maybe allowed to report back to duty before the expiration of her maternity leave provided she could present a Medical Certificate that she is physically fit to assume her duties. She may receive both the benefits granted under the Maternity Leave Law and the salary for actual services rendered effective the day she reports back to work (Sec. 14). All tardiness and undertime while incurred while "on early reporting" or still within the maternity period shall not be included in the frequency of Tardiness and UT in the DTR nor deducted from her salary.

h. Monetization of Leave Credits

- (Pursuant to Joint CSC-DBM Circular No. 2 series of 1997 providing Amendatory Rules and Regulations Governing the Monetization of Leave Credits of Government Officials and Employees and in accordance with the provision of Sec. 22, Monetization of Leave Credits and Section 23, Monetization of 50% or more of vacation/sick leave credits of Rule XVI, of the Omnibus Rules on Leave Implementing Book V of the Administrative Code of 1987)
  1. Officials and employees in the career and non-career service whether permanent, temporary, casual, contractual or co-terminous, who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize provided, that at least five (5) days is retained after monetization as provided for under CSC MC No. 41, s. 1998.
  2. For purposes of monetization, VL credits must be exhausted first before SL credits maybe used. (CSC Resolution No. 000034)
  3. REGULAR MONETIZATION
     Monetization of a minimum of ten (10) days to a MAXIMUM of thirty (30) days of the accumulated vacation leave credits by an official/employee shall be allowed in a given year. However, officials and employees who have already monetized ten (10) days vacation leave may be allowed to monetize the balance of twenty (20) working days within the year. Provided that at least five (5) days of VL credits is retained after monetization.

4. SPECIAL MONETIZATION

Monetization of fifty percent (50%) or more of the accumulated leave credits due to valid and justifiable reasons as follows:

a. Health, medical and hospital needs of the employee and the immediate members of his/her family;
b. Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the limb and property of the employee and his/her immediate family;
c. Educational needs of the employee and the immediate members of his/her family.
d. Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family;
e. In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing;
f. Other analogous cases as may be determined by the Authority.

5. The monetization of 50% or more of the accumulated leave credits shall be upon the favorable recommendation/approval of the Administrator's authorized officials and subject to the availability of budget/funds.
6. In all cases, employees holding positions below salary grade 19 shall be given preference in the availment of this privilege.
7. Application for monetization of leave credits may be filed at the Compensation & Benefits Section on a first come first served basis. Request for monetization with incomplete data/attachments shall not be accepted by the HRMD.

The following are the documents to support the application for the monetization of leave credits:

a. Monetization of a minimum of ten (10) days vacation leave to a maximum of thirty (30) days.
   i. Duly Approved Leave Application for Monetization (CSC Form No. 6)
   ii. All CSC Form No. 6 shall be subject to the approval of the Deputy Administrator for Administrative, Finance and upon the recommendation of the Manager of the HRMD.

b. Monetization of fifty percent (50%) or more of the accumulated leave credits.
   i. Duly Approved Letter Request of the employee addressed to the Deputy Administrator for Administrative, Finance and AFCSS thru the Manager of the HRMD.
   ii. Duly Approved Leave Application for Monetization (CSC Form No. 6) any of the following documents depending on their respective reasons for claims:

1. Hospital bills, medical results and other pertinent documents;
2. Declaration of areas state of calamity; Certification from the Barangay; etc.
3. Statement of school accounts for tuition fees;
4. Bill statement from Home Development Mutual Fund/ Pag-ibig or other related financial institutions;
5. Justification for extreme financial needs of the employee or the immediate members of the family to fulfil basic needs such as food, shelter and clothing;
6. Any other document/s to support the request.

i. Rehabilitation Leave Privilege

Pursuant to CSC-DBM Joint Circular No. 01, s. 2006, all LRTA employees, regardless of status of appointments, may avail themselves of the Rehabilitation Privilege during their employment in accordance with these GUIDELINES:

- An employee may be entitled to the Rehabilitation Privilege for a maximum period of six (6) months for job-related wounds/injuries sustained while in the performance of the official duties. For availing oneself of the Rehabilitation Privilege, performance of duty means situations wherein the official or employee was already at work. The same privilege may be extended to officials and employees in situations where the official or employee meets an accident while engaged in activities inherent to the performance of his/her duties, including being on Official Business outside of his/her work station, Official travel, authorized overtime, detail order, and special assignment orders.
- RL shall not be charged against SL or VL but it should not exceed six (6) months; excess RL shall be deducted from his VL credits; non-cumulative; non-commutative
- The duration, frequency and terms of availing of the privilege shall be based on the recommendation of LRTA physician. Hence, availing of the privilege maybe less than six (6) months, or maybe on a half-time basis or an intermittent schedule as determined by the LRTA physician provided that the cumulative total period of availing of the privilege will not exceed six (6) months.
- Illness or sickness resulting from or aggravated by working conditions or the environment cannot be a basis for availing of the RLP even if the same maybe compensable under the law and regulations of the Employees Compensation Commission (ECC).
- Injuries from accidents that occurred while the official or employee was going to work and going home from work are not considered sustained while in the performance of duties.
- Absence from work during the period of RLP shall NOT be deducted from the accumulated sick or vacation leave credits of the employee. However, while on RLP, he shall NOT earn or accumulate vacation leave and sick leave credits.
- Officials and employees availing of the RLP shall receive their salaries and regular benefits such as Personnel Economic Relief Allowance (PERA), year-end bonus and cash gift mandated by law. They are not entitled however to

benefits and privileges that are enjoyed based on the actual performance of duties of positions entitled to this benefits such as Representation and Transportation Allowance (RATA).

- Claimants of RLP benefits are entitled to reimbursement by their agency for first-aid expenses, preferably in government facilities. Reimbursement is subject to availability of funds and shall not exceed P 5,000.00 unless expenditures beyond said amount are necessary as certified by the LRTA physician and approved by the head of the Authority. (First aid refers to the basic medical treatment immediately given to a person hurt in an accident.

Procedure:

1. All application for RLP shall be made through a letter to the Administrator supported by relevant reports such as the police report, if any, and medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation as the case maybe.
2. Application should be made within one (1) week from the time of the accident except when a longer period is warranted. Applications may be made for the injured official or employee by a member of his/her immediate family.
3. Written concurrence of LRTA physician should be obtained relative to the recommendation of the rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation before an approval shall be granted by the Administrator or by his authorized official.
4. The Safety and Security Division shall determine whether the injuries were incurred while in the performance of duties.
5. The Medical Staff should monitor monthly the medical status of the employee undergoing rehabilitation.

j. Study Leave (Section 68 of Omnibus Rules on Leave)

- A time-off from work not exceeding six (6) months with pay for qualified REGULAR/ PERMANENT officials and employees to help them prepare for their bar or board examinations or complete their master's degree. For completion of master's degree, the study leave shall not exceed four (4) months.
- The leave shall be covered by a contract between the Administrator or his authorized representative and the employee concerned. No extension shall be allowed if the officials or employees avail of the maximum period of leave allowed herein. If they need more time to complete their studies, they may file a leave of absence chargeable against their vacation leave credits.

1. The beneficiary of such leave shall be based on the following qualification requirements: Official/Employee must have a bachelor's degree that requires the passing of the bar or a board licensure examination for the practice of profession;

2. For thesis writing or comprehensive examination, the official/employee must have completed all the academic requirements for a Masteral Degree.
3. The profession of field of study to be pursued must be RELEVANT to the agency's mandate/programs, or to the duties and responsibilities of the concerned official or employee, as determined by Administrator of his authorized representative.
4. The employee must be have rendered at least two (2) years of service in the LRTA with at least VERY SATISFACTORY performance for the last two rating periods immediately preceding the application;
5. The employee must have no pending administrative and/or criminal charges;
6. The employee must not have any current foreign or local scholarship grant;
7. The employee must have fulfilled the service obligation of any previous training/scholarship/study leave grant; and
8. Employee must have a permanent appointment. However, as the purpose of granting study leave is to develop a critical mass of competent and efficient employees will redound to the improvement of the agency's delivery of public services, employees with coterminous appointment may be allowed to avail of the study leave provided that he:
   a) Meet the requirements under items 1 to 6;
   b) Would be able to fulfill the required service obligation; and
   c) Are not related to the Administrator/ his authorized representative or to any member of a collegial body or board, in case of constitutional offices and similar agencies, within the 4th degree of affinity or consanguinity.

The service obligation to the agency shall be as follows:

PERIOD OF GRANT	SERVICE OBLIGATION
One (1) month	Six (6) months
Two (2) to three (3) months	One (1) year
More than three (3) months to six (6) months	Two (2) years

Should the official or employee fail to render in full the service obligation referred to in the contract on account of voluntary resignation, optional retirement, expiration of term of appointment for coterminous employees, separation from the service through one's own fault, or other causes within one's control, the official or employee shall refund the gross amount of salary, allowances and other benefits received while on study leave proportionate to the balance of the service obligation required based on the following formula:

$$R = \frac{(SOR - SOS)}{SOR} \times TCR$$

where :
- R = Refund
- TCR = Total Compensation Received *(gross salary, allowances and other benefits received while on study leave)*
- SOS = Service Obligation Served
- SOR = Service Obligation Required

Process of Filing and Processing of Study Leave

To ensure the expeditious processing of the study leave, the following steps shall be observed by all concerned:

1. At least one (1) month before the scheduled review or before the start of the school semester for the graduate class, applicant shall submit his/her Letter of Request to undergo Study Leave.
2. The applicant shall submit his/her application to the HRMD – Compensation and Benefits Section (CBAS) with the following attachments:
   - Oath of undertaking
   - Performance Evaluation Reports for the last two (2) rating periods immediately preceding the Leave
   - Certificate of No Pending Case
   - Proofs of Registration and Payment from the Graduate or Review School
   - Clearance from Money and property Accountability
   - Duly filled-up Leave application Form (CS Form No. 6)
3. The HRMD shall review the application, together with the attachments, and prepare the Memorandum granting the request for study leave, for the signature of the Administrator or his duly designated representative.
4. Upon approval, the papers shall be returned to the HRMD for final processing, i.e., recording of the study leave in the official/employee's leave card.
5. The HRMD shall transmit the original copies of the papers to the grantee and retain copies for the Leave Folder and the 201 File.
6. When the graduate studies or review and examination have been concluded, the grantee shall submit a copy of the thesis or proofs of examination to the HRMD –CBAS for monitoring and record purposes.
7. If the beneficiaries of the Study Leave fail to take the bar/board examination or to compete their master's degree for which they were granted the study leave, he/she shall inform their respective agencies in writing, through the HRMD, of such. They shall also refund the agency all the salaries and benefits received during the study leave. Further, for causes within their control, they shall be warned that a repeat of the same would bar them from future availment of the study leave and trainings/scholarship grant whether foreign or local.

Additional Provisions

1. The grant is subject to the approval of the Administrator or his duly designated representative, upon the recommendation of the applicant's supervisor.
2. Study Leave for the completion of a Masteral Degree or Bar/Board review/examination shall be granted only ONCE.
3. The applicant shall qualify for, and take examinations immediately, after the review class. Likewise, the applicant for completion of a Masteral Degree shall finish all the academic requirements of his/her course including his/her thesis. Failure to do so shall subject the grantee to the penalties as provided.
4. The HRMD-CBAS shall monitor the compliance of the beneficiary/grantee of the study leave and his progress while on leave. In this regard, the HRMD is authorized to verify the enrolment of the grantee to the graduate/review school and the actual duration of the graduate/review class as attested by the head or responsible officer of the graduate/review school, and his/her report of ratings and/or certificates of completion, whichever are applicable.
5. No financial assistance shall be given to the grantee except his/her salary and other emoluments during the period covered by the study leave.

k. Special Leave Benefits for Women (SLB)

- Pursuant to CSC MC No. 25, s. 2010, following the guidelines and provisions under R.A. 9710 (An Act Providing for the Magna Carta of Women), this Special Leave Benefits (SLB) is granted to any female employee regardless of age and civil status provided that she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders.
- This maybe availed for every instance of gynecological disorder requiring surgery for a maximum period of two (2) months per year with full pay.
- This SLB is non-cumulative and not commutative.
- The earned leave credits maybe used for preparatory procedures and/or confinement prior to surgery. Should the period of recuperation after the surgery exceed two (2) months, the employee may use her sick leave credits for the same. If the SL have been exhausted, the VL credits maybe used pursuant to Section 56 of the Omnibus Rules on Leave.
- Availment shall be in accordance with the List of Surgical Operations for Gynecological Disorders. Other surgical operations for Gynecological Disorders maybe allowed subject to certification of a competent medical authority and submission of other requirements.
- CLASSIFICATION OF THE PROCEDURE
  Classification of the Procedure based on the Patient's Estimated Period of Recuperation If without concomitant medical problems

  DESCRIPTION
  MINOR: Surgical procedures requiring a maximum period of recuperation of two (2) weeks
  MAJOR: Surgical procedures requiring a minimum period of recuperation of three (3) weeks to a maximum period of two (2) months

- Steps/Procedure for Availment of the SLB for Women:
  1. The application for the SLB shall be made through the Civil Service Form No. 6 (CS Form 6) signed by the employee and approved by the proper signing authorities.
  2. The CS Form 6 shall be accompanied by:
     a. Medical Certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by the clinical summary reflecting the gynecological disorders which shall be addressed or was addressed by the said surgery;
     b. Histopathological report;
     c. Operative technique used for the surgery;
     d. Duration of the surgery including the peri-operative period (period of confinement and surgery; and
     e. Employee's estimated period of recuperation for the same.
  3. The application for the said SLB maybe filed in advance, that is, at least five (5) days prior to the scheduled date of surgery that will be undergone by the employee. The rest of the requirements specified under Item 2 shall be attached to the medical certificate upon the employee's return to work under Item 5.

     The advance notice of taking such leave would give proper authorities ample time and means to prevent the disruption of the operations of the work unit during the absence of the employee and to address the exigency of services of the office.
  4. In instances when a qualified female employee undergoes an emergency surgical procedure, the said leave application shall be filed immediately upon the employee's return from such leave, also following the procedure set forth in Items 1 and 2 .
  5. Upon employee's return to work, she shall also present a medical certificate signed by her attending surgeon that she is physically fit to assume the duties of her position.

l. Special Emergency Leave (SEL) to Employees Affected by Natural Calamities/ Disasters

- Pursuant to CSC M.C. No. 2, 2. 2012, FIVE (5) DAYS in a year granted to employees directly affected by natural calamity/disaster. Can be applied for five straight workings days or on staggered basis and will not be deducted from the employee's leave credits. The said leave is non-commutative and non-cumulative.
- Commonly declared natural calamity/disaster may include, but not limited to, earthquakes, flooding, volcanic eruption, landslide that have profound environmental effect and/or human loss and frequently cause financial loss.
- Purposes/ Valid and justifiable reasons:
  - Urgent repair and clean–up of damaged house;
  - Being stranded in affected areas;
  - Disease/illness brought about by natural calamity/disaster
  - Caring of immediate family members affected by natural calamity/disaster.

- The grant of the SEL shall be based on the declaration of state of calamity by the President of the Philippines of by Local Sanggunian pursuant to Section 16 of RA No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010).

  However, in case of a specific area was not declared under state of calamity but was nonetheless severely affected by the national calamity/disaster, the Administrator or his authorized official in the exercise of his/her sound discretion, may grant the special emergency leave to affected employees based on proof or evidence presented or news account. (Section 2 of CSC MC No. 6, s. 2012)
- Availment is within thirty (30) days from the actual occurrence of the natural calamity/disaster.
- Procedure:

  1. Affected employee fills up application form using CSC Form No. 6. He must attach proof of claim i,e. Certificate of Residence, etc.
  2. HRMD shall verify/validate place of residence based on latest available records of the affected employee.
  3. HRMD shall verify if place of residence is covered in the declaration of calamity area by proper government agency.

m. CNA Time-Off Leave

- Three (3) days non-cumulative and non-convertible to cash form of leave privilege available under the Collective Negotiation Agreement. CNA time-off leave shall be over and above credits provided under the Civil Service Commission (CSC) Rules.
- May be availed of for any purpose that the employee may deem appropriate subject to the following conditions:
  - All employees who have already served the LRTA for at least one (1) year as regular or contractual employee are qualified to avail.
  - May be availed either continuous or intermittent manner depending upon the need of the employee stated in his Application form.
  - For office-based/support offices employees, availment shall be filed at least five (5) days before intended date of leave.
  - For frontline/shifting employees, application should be filed at TWO (2) WEEKS BEFORE the intended date of availment to ensure proper scheduling of personnel and in order not to hamper the normal operations of our services. However, CNA Time-off Leave shall in no case be allowed immediately prior to or after, on the day of a regular holiday.
  - In exigency of the service, CNA Time-off Leave already approved prior to the declaration of a regular holiday or the issuance of official guidance prohibiting availment of such leave, the approval of the leave shall be deemed revoked and subject to re-scheduling within the year.
  - In all cases, the CNA Time-off Leave shall not be allowed if filed AFTER the actual date of availed date. This will be considered as late filing,

therefore without pay and shall be automatically deducted from his salary.

- Employees detailed to offices outside the LRTA may likewise avail of the privilege.

n. Ten-day Leave under R.A. 9262 (Anti-Violence against Women and Their Children Act of 2004)

- Pursuant to R.A. 9262, Section 43 entitles the woman employee victim of VAW to take a paid leave of absence UP TO TEN (10) DAYS in addition to other paid leaves under the Labor Code and Civil Service Rules and Regulations, extendible when necessity arises as specified in the protection order.
- The following shall be entitled to a paid leave of absence not exceeding ten (10) days:
  - Any woman employee in the government service regardless of employment status, who is a victim of violence
  - Any woman employee whose child is a victim of violence as defined therein and whose age is below eighteen (18) or above eighteen (18) but unable to take care of himself/herself.
- The application for leave shall be filed, whenever applicable, before the actual leave of absence or immediately upon the woman employee's return from such leave, accompanied by any of the following documents:
  a. Barangay Protection Order (BPO) obtained from the barangay;
  b. Temporary/Permanent Protection order (TPO/PPO) obtained from the court;
  c. Certification issued by the Punong Barangay/Kagawad or Prosecutor or Clerk of the Court if the Protection order is not yet issued;
  d. Police Report specifying the details of the occurrence of the violence on the victim AND a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.
- The Ten-day leave maybe availed in a continuous or intermittent manner to cover the days that she has to attend to medical and legal concerns.
- It is non-cumulative and not convertible to cash. Leaves not availed of are considered waived.
- The official who denies the application for leave of a woman employee-victim of VAW despite submission of the BPO/TPO/PPO, shall be held liable for conduct prejudicial to the best interest of the service.

o. Terminal Leave Benefits (TLB)/ Terminal Leave Pay (TLP)

- Filing of application for terminal leave requires employee's resignation, retirement or separation from the service.
- Application for commutation of VL and SL in connection with separation though no fault of an official/employee shall be sent to the head of the agency or his authorized official for approval.
- Request for payment of TLP must be applied within ten (10) years from the date of separation.

- Formula:
  TLP = (VL+SL) x Highest Salary *(in the gov't service)* x 0.0481927
  (effective January 22, 2016 as per CSC MC No. 2 , s. 2016)

- The official/employee who is on terminal leave does not earn leave credit as he is already out of service. (Sec. 41)

p. Computation of VL and SL/Procedure of Earnings and deduction

- Computation of VL & SL credits shall be made on the basis of one day VL and one day SL for every 24 days of actual service.

q. Actual Government Service

- Vacation Leave (VL) with pay & Sick Leave with and without pay (SLWOP)
- Vacation Leave without pay (VLWOP) is considered gap from government service
    - All Unofficial Leave/ Absence without Official Leave (AWOL) – gap from government service

r. Officers and employees who have incurred tardiness and undertime regardless of the number of minutes per day, ten times or more in a month for two (2) consecutive in a semester shall be subject to disciplinary action (applicable for Permanent Employees only)

Source:
2017.PR.HRD.016: Procedure on Time and Attendance and Leave Administration, 30 October 2017

Part IV – Compensation and Benefits

Payment of Salaries

The first salary and allowance of a newly-hired employee shall be computed based on the actual services rendered. It shall be processed only after rendering fifteen (15) calendar days of service from the date they assumed office; PROVIDED that they have complied with all the LRTA hiring requirements including the documents from the Recruitment Section as follows:

For newly-hired employees:

a. Personal Data Sheet
b. Statement of Assets, Liabilities & Networth
c. BIR Form No. 1902 OR Tax Identification Number
d. BIR Form No. 1905 (if with previous employer whose RDO or BIR Branch is not the same with LRTA's)
e. BIR Form No. 2305
f. Philhealth Number
g. Pag-ibig Number
h. Daily Time Record
i. BIR Form No. 2316 (if with previous employer/s within the calendar year)

Requirements which will be provided by the HRMD:

j. Appointment Paper
k. Oath of Office
l. Certificate of Assumption
m. Certificate of Deployment

Additional requirement for employees transferred from other government offices:

n. Certificate of last salary received
o. Company Clearance
p. Certificate of Leave Balance (if any)

Deduction from Salaries

The usual deduction from the salary includes the following:

- Withholding Tax
- GSIS Life and Retirement Premium
- Philhealth
- Pag-ibig Premium

Salary may be withheld should an employee take an unauthorized leave of absence or is under suspension or separated from the service until he obtains clearance from money and property accountabilities.

Additional Compensation

- Overtime pay – payment made if authorized to work after the regular office hours
- Honoraria and Allowances – payment made to an employee who may be assigned to any of the special projects of the Authority
- 13th month pay
- PERA – Personal Economic Relief Allowance
- Additional compensation
- Cash Gift or Christmas Bonus
- Uniform Allowance
- Productivity Incentive Bonus
- Collective Negotiation Agreement (renewable every after 3 years)
- PBB - Productivity Based Bonus

Source:

2017.PR.HRD.012 First Salary of Newly-hired Employees, 30 October 2017

Part V – Office Rules and Regulations

To ensure a safe, harmonious, and productive work environment, the Light Rail Transit Authority (LRTA) upholds a set of office rules and regulations that serve as a guide for all employees. These rules are established to promote discipline, protect the interests of both the organization and its workforce, and maintain the highest standards of professionalism in the delivery of our services.

Every employee is expected to be familiar with, and strictly observe, these rules at all times. Compliance not only fosters efficiency and mutual respect but also reflects our shared commitment to integrity, accountability, and excellence in public service.

The following policies outline acceptable conduct, workplace responsibilities, and the consequences of violations. Observance of these standards is essential to sustaining a workplace that values fairness, teamwork, and continuous growth.

- Norms of Conduct and Ethical Standards
- Code of Conduct for Officials and Employees of the Light Rail Transit Authority
- No Gift Policy
- Observance of Flag Ceremony
- Prescribed Uniform and Dress Code
- Prohibited Acts Related to Conduct of Business or Entrepreneurial Activities in the Workplace

NORMS OF CONDUCT OF PUBLIC OFFICIALS AND EMPLOYEES

Every public official and employee shall observe the following as standards of personal conduct in the discharge and execution of official duties:

(a) Commitment to public interest. — Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.

(b) Professionalism. — Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

(c) Justness and sincerity. — Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.

(d) Political neutrality. — Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.

(e) Responsiveness to the public. — Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by the public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

(f) Nationalism and patriotism. — Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage appreciation and pride of country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

(g) Commitment to democracy. — Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and

manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to country above loyalty to persons or party.

(h) Simple living. — Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

Source:
[REPUBLIC ACT NO. 6713]
"Code of Conduct and Ethical Standards for Public Officials and Employees"

CUSTOMIZED CODE OF CONDUCT FOR OFFICIALS AND EMPLOYEES OF LRTA

Rule I. Scope

The provisions of this Title have common application to all officials and employees of the LRTA.

Rule II. Core Values

The Light Rail Transit Authority is committed to upholding the highest standards of honesty and integrity throughout the institution to enhance the quality and efficiency of public service. LRTA officials and employees shall accept personal restrictions that might be viewed as burdensome by the ordinary citizen and shall do so freely and willingly. In particular, LRTA officials and employees shall conduct themselves in a way that is consistent with the dignity and mandate of the Light Rail Transit Authority. To this end, all LRTA officials and employees shall adhere to the following core values:

- Resilience
- Integrity
- Professionalism
- Excellence

Rule III. Fidelity to Duty

Section 1. LRTA officials and employees shall at all times exhibit loyalty to the people and commitment to the mandate of the Authority.

Section 2. LRTA officials and employees shall not discriminate against or dispense undue favors to anyone. Neither shall they allow kinship, rank, position, affiliation or favors to influence the performance of their official acts or duties.

Section 3. LRTA officials and employees shall perform their duties efficiently, promptly, fairly and without bias or prejudice.

Section 4. LRTA officials and employees shall avoid impropriety and the appearance of impropriety in all their activities.

Section 5. LRTA officials and employees shall not engage in conduct incompatible with the faithful discharge of their official duties.

Section 6. LRTA officials and employees shall at all times perform official duties properly and diligently. They shall fully commit themselves to the duties and responsibilities of their office during working hours.

Section 7. LRTA officials and employees shall not discriminate or manifest, by word or conduct, bias or prejudice based on race, religion, national or ethnic origin, gender, political belief or affiliation.

Section 8. LRTA officials and employees shall use the assets and resources of the Authority, including funds, properties, goods and services, economically, productively, effectively and only for official activities.

Section 9. LRTA officials and employees shall carry out their duties and responsibilities as public servants with utmost and genuine courtesy.

Rule IV. Confidentiality

Section 1. LRTA officials and employees shall not disclose any confidential information acquired by them in the course of their employment in the Authority.

Pursuant to Section 7(c) of RA 6713 otherwise known as the Code of Conduct and Ethical Standard for Public Officials and Employees, they shall not use or divulge confidential or classified information officially known to them by reason of their office and not made available to the public either:

(1) to further their private interests or give undue advantage to anyone; or
(2) to prejudice the public interest.

Confidential information means information not yet made available to the public relating to pending cases, complaints, investigations, procurements, and such other transaction with the Authority, including notes, drafts, research papers, internal memoranda, and similar papers thereon.

The foregoing rules on confidentiality applies to all incumbent LRTA officials and employees and those who have resigned or retired from the service or have been separated thereto.

Section 2. Duly authorized LRTA officials and employees who possess, or have knowledge of any confidential information may grant access to confidential information only to co-employees duly authorized for the purpose and on a need-to-know basis.

Section 3. Confidential information by reason of statute, court order administrative policy or mutual agreement shall be disclosed only by persons duly authorized to do so and only to persons duly authorized to receive the same.

Section 4. LRTA officials and employees shall not disclose confidential information given by parties to a case, counsel, witness, or any other person, unless expressly authorized by proper authority.

Section 5. Former LRTA officials and employees shall not disclose confidential information acquired by them during their employment in the Light Rail Transit Authority in instances where disclosure by current / incumbent LRTA officials and employees of the same information will constitute a breach of confidentiality.

Section 6.LRTA officials and employees shall not alter, falsify, conceal, destroy or mutilate any company record.

Rule V. Conflict of Interests

Section 1. LRTA officials and employees shall exercise extraordinary diligence to avoid any conflict of interests in connection with their official duties and function of the Authority. In the event that conflicts of interest arise, LRTA officials and employees shall, in writing, immediately disclose the same to their immediate supervisor and terminate the same.

Section 2. A conflict of interest exists when:

a. the objectivity of an LRTA official and employee in performing official duties is impaired or may reasonably appear to be impaired.

b. the personal concerns of an LRTA official and employee run counter to the objectives of the Authority: or

c. the official act of an LRTA official or employee results in undue personal benefit or advantage on his part or on the part of any of his relatives within the fourth civil degree by consanguinity or affinity.

Section 3. LRTA officials and employees shall not engage, directly or indirectly, in any of the following or similar acts:

a. enter into any contract with the Light Rail Transit Authority for the procurement for a cost, of supplies or services, and lease or sale of property. This prohibition shall extend to their relatives within the fourth degree, by consanguinity or affinity.

b. participate in any official action involving a party with whom either he or any of his relatives within the fourth civil degree, by consanguinity or affinity, is negotiating for future employment;

c. seek additional employment or engage in any other undertaking outside the Light Rail Transit Authority that prejudices in any manner his performance of official functions, or undermines the interest of the Authority;

d. recommend for employment in the Light Rail Transit Authority any of his relatives within the fourth civil degree, by consanguinity or affinity, except to confidential positions in the Authority;

e. recommend any person for employment in any government agency;

f. recommend any person for employment to any litigant or counsel, or their agents, in any case or complaint before the Light Rail Transit Authority, or to any supplier, or any other person doing business with the Authority; or

g. recommend private attorneys to litigants, or prospective litigants, in any case or complaint filed with or originating from the Light Rail Transit Authority, or to anyone dealing with the Authority.

Rule VI. Outside Employment

Section 1. Employment in the Light Rail Transit Authority is a full-time occupation and shall constitute the primary employment of its officials and employees.

Section 2. LRTA officials and employees may engage in additional employment outside the Authority, after securing the proper authority and subject to the following conditions:

a) the outside employment can and shall be performed outside the normal working hours;

b) the outside employment is not incompatible with the performance of the duties and responsibilities of the LRTA official or employee, or the functions of the Authority;

c) the outside employment does not require the private practice of his profession, except in cases of services as instructor, professor, lecturer, resource person, or notary public; and

d) the outside employment does not require or induce the LRTA official or employee to disclose confidential information acquired by reason of his employment in the Authority.

Section 3. LRTA officials and employees may not appear as counsel except, upon securing the proper Authority from the Administrator or his duly designated representative, in cases involving their own selves or their relatives within the fourth civil degree either by consanguinity or affinity, regardless of whether the case is work related or otherwise.

Rule VII. Relations with the Public

Section 1. LRTA officials and employees shall treat the public with the utmost respect, courtesy, consideration and reason.

Section 2. LRTA officials and employees shall avoid engaging in activities that invite suspicion of lack of objectivity, impartiality or propriety in the performance of their official functions. They shall conduct themselves in a manner consistent with the dignity of the Authority and refrain from conduct that might bring discredit or embarrassment to the Authority.

Section 3. LRTA officials and employees shall avoid making inappropriate public comments, including statements of personal opinions that can be construed as official.

Section 4. LRTA officials and employees shall commit themselves to fairness and equality. They shall take an active role in ensuring that their work environment is free of discrimination and harassment.

Rule VIII. Post-Employment

Section 1.Post- Employment is where a public official leaves the public sector and obtains employment in the private sector.

The type of employment which may be cause for concern is that which bears a close or sensitive relationship with the person's former position as public official or more particularly, as an official or employee of the Light Rail Transit Authority.

Section 2. To promote the highest standard of ethics in public service, former LRTA officials and employees who have joined the private sector and whose present employment bears a direct relationship with their former position as such LRTA officials and employees, are strictly

prohibited from meeting, transacting or dealing, directly or indirectly, with incumbent LRTA officials and employees, on any official business or matter pending the Authority. In this regard, incumbent LRTA officials and employees shall observe the ethical standards prescribed by the Authority in dealing with the said former officials and employees.

Section 3. The same ethical standards as that stated under Section 2 of this rule applies to former LRTA officials and employees who have joined other government offices: provided, however, that subject LRTA officials and employees who are involved in investigation, adjudication and prosecution of corruption-related cases and who as such, are coordinating and interacting with this Authority in the investigation, adjudication and prosecution of said cases (e.g., Office of the Solicitor General, Department of Justice), shall be exempted from the foregoing prohibition.

Section 4. During official proceedings, trials, clarificatory hearings of cases under preliminary investigation or administrative adjudication, and in cases pending before the SandiganBayan, former LRTA officials and employees may be allowed to interact with incumbent LRTA officials and employees but only in a manner consistent with, or necessary in, conduct of the said proceedings.

Rule IX. Administrative Disciplinary Committee (ADC)

Under Office Order No. 212, series of 2011, the LRTA ADC was created to take over the functions of the Administrative Fact Finding Committee (AFFC) for the speedy disposition of Administrative Cases and in conformity with the provisions of the Uniform Rules on Administrative Cases in the Civil Service (URACCS).

The Committee shall be tasked to investigate complaints and violations, offenses or infractions committed by any LRTA employees, evaluate the facts and recommend penalties for any such violation offense or infraction.

The Committee may summon witnesses, require submission of documents and seek assistance of the different departments/divisions/units in aid of legislation.

Further, members of the Committee as well as the secretariat shall be allowed to claim honoraria subject to the required budgetary and accounting rules and regulations.

Rule X. Suppletory Rules

All provisions of law, rules and regulations governing or regulating the conduct of public officials and employees in general shall apply suppletorily to these Rules.

Rule XI. Penalty

Any violation of these Rules shall be a ground of disciplinary action, without prejudice to the filing of appropriate criminal charges, if warranted.

Source:
Code of Conduct for Officials and Employees of the Light Rail Transit Authority, 17 July 2009

NO GIFT POLICY OF THE LIGHT RAIL TRANSIT AUTHORITY

Section 1. Overview

The Light Rail Transit Authority (LRTA) adheres to the corporate values of excellence, honesty, integrity and teamwork. In its commitment to serve the public with utmost honesty and integrity, the LRTA establishes these policies regulating the giving and acceptance of gifts and benefits to and by LRTA officials, employees and even contracted service personnel as they are sometimes given authority to represent LRTA in some of its business/official transactions whenever so required.

Section 2. Objective

These policies are formulated to provide guidelines on how LRTA officials, employees, contracted service personnel, consultants and special project personnel, shall conduct themselves in accepting and giving gifts and benefits that might affect or influence their functions in the LRTA. These policies aim to prevent partiality, giving of undue advantage, and/or any act of indiscretion on the part of LRTA officials, employees and contracted service personnel in the performance of their duties and functions.

Section 3. Scope

The policies and guidelines specified herein apply to all officials, employees and contracted service personnel, consultants and special project personnel of the Light Rail Transit Authority.

Section 4. Definition of Terms

4.1. "Gift" refers to a thing of valuable consideration, whether real or personal, tangible or intangible, disposed of gratuitously in favour of another, and shall include a simulated sale or a disposition onerous to the giver and/or unduly beneficial to the recipient.
It is a thing or a right disposed of gratuitously, or any act of liberality, in favor of another who accepts it, and shall include a simulated sale or an ostensibly onerous disposition thereof. It shall not include an unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for a favour from any official or employee of the LRTA as covered under Section 3 hereof.

4.2. "Benefit" refers to a right, privilege, entertainment, exemption, advantage or any other similar act of liberality in favour of another.

4.3. "Agent" refers to a person who acts in representation of another.

Section 5. Policies and Guidelines

5.1. LRTA officials, employees, contracted service personnel, consultants and special project personnel shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value which in the course of his official

duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of, his office.

5.2. LRTA officials, employees, contracted service personnel, consultants and special project personnel shall not directly or indirectly request or receive any gift, present, share, percentage, or benefit, for himself or for any other person, in connection with any contract or transaction between the Government and any other part, wherein the public officer in his official capacity has to intervene under law.

5.3. LRTA officials, employees, contracted service personnel, consultants and special project personnel shall not directly or indirectly request or receive any gift, present or other pecuniary or material benefit, for himself or for another, from any person for whom the public officer, in any manner or capacity, has secured or obtained, or will secure or obtain, any Government permit or license, in consideration for the help given or to be given.

5.4. LRTA officials, employees, contracted service personnel, consultants and special project personnel may receive gift from a member of his family or relative on the occasion of a family celebration, and without any expectation of pecuniary gain or benefit.

5.5. LRTA officials, employees, contracted service personnel, consultants and special project personnel may receive nominal donations from persons with no regular, pending, or expected transactions with the department, office or agency with which the official or employee is connected, and without any expectations of pecuniary gain or benefit.

5.6. LRTA officials, employees, contracted service personnel, consultants and special project personnel may receive donations coming from private organizations whether local or foreign, which are considered and accepted as humanitarian and altruistic in purpose and mission.

5.7. LRTA officials, employees, contracted service personnel, consultants and special project personnel may receive donations coming from government to government entities.

5.8. There shall be established a Registry of Gifts under the Administrative Department that will be responsible for maintaining a complete record of all gifts and benefits given to and by LRTA officials, employees and service personnel covered by this policy.

5.9. The Administrative and the Legal Department shall, within thirty (30) days from date of the effectivity of this policy, create and implement the rules and guidelines for the establishment of the Registry of Gifts, which shall include among others, the

appointment of a duly designated officer to maintain the record and the disposition of gifts.

5.10. These rules shall not apply to the following:

5.10.1. Gifts and/or benefits received directly by the Authority as an institution from other offices or organizations, including grants and donations.

5.10.2. Gifts or cash awards given by the Authority to its officials, employees and contracted service personnel during Anniversary and Christmas celebrations.

5.10.3. Gifts exchanged on occasions of Christmas celebrations between and among government agencies.

5.10.4. Performance-based cash rewards, scholarship grants, and similar benefits granted to LRTA officials, employees and contracted personnel by appropriate government agencies, private institutions, or national or international organizations.

Section 6. Penalties

Any violation of these Rules and Regulations shall be a ground for disciplinary action without prejudice to the filing of appropriate criminal charges, if warranted, against the erring official and/or employees in accordance with Rule IV Section 52 C of the Uniform Rules on Administrative Cases (URAC) in the Civil Service.

1st Offense – Reprimand
2nd Offense – Suspension for one (1) to thirty (30) days
3rd Offense – Dismissal

Provided that, in all cases, except when receiving and giving of gifts and benefits is allowed, the propriety and impropriety of the act shall be determined by its monetary value, kinship or relationship between giver and receiver and the motivation. A thing of monetary value is one which is evidently or manifestly excessive by its very nature.

Section 7. Requirement to Inform

The LRTA officers and employees are required to professionally inform any individual or organization with any actual or potential business with the agency of this "No Gift Policy," the reasons the Authority has adopted this policy, and request that said individual or organization respect this policy. Notices informing walk-in clients and visitors about the Policy shall, likewise, be posted in conspicuous areas within LRTA premises.

Source: No Gift Policy of the Light Rail Transit Authority, 2014

OBSERVANCE OF FLAG CEREMONY

- All LRTA officers and employees are required to attend the Flag Raising and Lowering Ceremonies with the actual checking of attendance.

- In accordance with Republic Act No. 8491, the Flag and Heraldic Code of the Philippines, all employees are enjoined to participate in the flag raising ceremony at the start of the workweek, usually every Monday morning at 8:00 AM.

- In case of a holiday, work suspension, or other similar circumstances falling on a Monday, the flag raising ceremony shall be conducted on the next working day.

- The flag lowering ceremony is observed every Friday afternoon at 5:00 PM to formally close the workweek. If Friday is declared a holiday, work suspension, or in other similar cases, the ceremony shall be held on the last working day of the week.

- The observance of these ceremonies underscores the values of patriotism, integrity, and respect for national symbols in government service.

PRESCRIBED UNIFORM AND DRESS CODE

- **For Office-based personnel:**

WORKING DAYS		OFFICE ATTIRE	REMARKS
Monday	**FIRST MONDAY**	**ASEAN-Inspired** *Refers to clothing influenced by the traditional clothing of ASEAN member states, including the Philippines*	***Top, Bottom (Pants or skirt), Footwear*** ***Allowed are****:* ➢ *Complete set or* ➢ *any* ***Top*** *paired with appropriate bottom* ***either skirt or pants or*** ➢ *any* ***Bottom like Pants or Skirt*** *paired with appropriate Top* ***Employees are permitted to select their own attire however, it must adhere to ASEAN-inspired clothing design, materials, accessories or lay-out influenced by traditional clothing of ASEAN-member states including the Philippines***
	SECOND, THIRD & FOURTH MONDAY	**Filipiniana-Inspired** *Refers to clothing influenced by traditional Filipino clothing that embodies the rich culture, customs and heritage of the Filipino people.*	***Top, Bottom (Pants or skirt), Footwear*** ***Allowed are****:* ➢ *Complete set or* ➢ *any* ***Top*** *paired with appropriate bottom* ***either skirt or pants or*** ➢ *any* ***Bottom like Pants or Skirt*** *paired with appropriate Top* ***The employee's choice of attire is entirely up to them but it must be a Filipiniana - inspired clothing design, materials, accessories or lay-out influenced by traditional or modern Filipiniana.*** The color scheme must be as follows: **Shades of white, cream, beige, brown, gray, dark. navy blue and black.**
Tuesday to Thursday		Agency prescribed uniform for the day	Prescribed Polo Shirt with embroidered LRTA Logo and LRTA Name, paired with Skirt, Slacks, Chino, Trouser or Denim/Maong Pants (a pair of **non-ripped and well - fitting jeans which is not skin-tight or too baggy**) preferably in the shades of **White, Cream, Beige, Brown, Gray, Blue, Black.**
Days without Agency-Prescribed Office Uniform		Smart Casual as defined under Section IV (H) and illustrated in Section V (A.4)	Every Friday

- **For Core Service/Front line Service/Station Personnel/ SSD personnel:**

WORKING DAYS		**OFFICE ATTIRE**	**REMARKS**
Monday	**ALL MONDAYS**	*LRTA - prescribed uniform for the day*	Prescribed Polo Shirt with embroidered LRTA Logo and LRTA Name, paired with Skirt, Slacks, Chino, Trouser or Denim/Maong Pants (a pair of **non-ripped and well - fitting jeans which is not skin-tight or too baggy**) preferably in the shades of **White, Cream, Beige, Brown, Gray, Blue, Black. Accessorized with Garland Lei made of Asean- inspired or Ethnic fabric/material.**

- **Continuation of Core Service/Front line Service/Station Personnel/ SSD personnel:**

All days (except Mondays)	*LRTA - prescribed uniform for the day*	Prescribed Polo Shirt with embroidered LRTA Logo and LRTA Name, paired with Skirt, Slacks, Chino, Trouser or Denim/Maong Pants (a pair of **non-ripped and well - fitting jeans which is not skin-tight or too baggy**) preferably in the shades of **White, Cream, Beige, Brown, Gray, Blue, Black.**
Days without Agency-prescribed Office Uniform	*Smart Casual as defined under Section IV (H) and illustrated in Section V (A4)*	Every Sunday

- **For Train Drivers and Train Dispatcher/ Supervisor:**

Monday	**ALL MONDAYS**	*LRTA-prescribed uniform for the day*	Existing uniform and **accessorized with Garland Lei made of Asean- inspired or Ethnic fabric/material.**
All days (except Mondays)		*LRTA - prescribed uniform for the day*	Existing uniform
Days without Agency-prescribed Office Uniform		*Smart Casual as defined under Section IV (H) and illustrated in Section V (A4)*	Every Sunday

- **For Medical Personnel:**

Monday	**ALL MONDAYS**	*LRTA-prescribed uniform for the day*	Standard Medical Personnel uniform with LRTA Logo and LRTA Name and **accessorized with Garland Lei made of Asean- inspired or Ethnic fabric/material.**
All days (except Mondays)		*LRTA - prescribed uniform for the day*	Standard Medical Personnel uniform
Days without Agency-prescribed Office Uniform		*Smart Casual as defined under Section*	Every Friday

	IV (H) and illustrated in Section V (A4)	

- **Contract of Service, Maintenance and Utility Personnel:**

Maintenance Personnel/Utility Personnel	Are required to be in their approved and existing uniform or what will be prescribed by the authorized LRTA Management or the LRTA Uniform Committee in the performance of their duties and functions.
Other Contract of Service Personnel (e.g. Administrative Support, Office-based, etc.)	Are not required but are encouraged to wear the prescribed LRTA Uniform during the performance of their duties and functions.

- **Examples of Smart Casual Attire:**

TOPS	Polo Shirts, Blouses with Collar, Blouse/Polo, Buttoned Down Polo, Buttoned Down Long Sleeves, Blazers, or Jackets
BOTTOM	Skirts (**length should not be shorter than 1 inch above the knee**), Slacks or **Denim/Maong** pants (**a pair of non-ripped and well-fitting jeans which is not skin-tight or too baggy)**
FOOTWEAR	Leather / Rubber shoes or any appropriate enclosed shoes

- **Prohibited Attire:**

TOPS	Collarless T-Shirt, Blouses with Over-Plunging Necklines, Backless top / Plunged Back Top, Sleeveless, See-Through Clothing, Gauzy, Transparent, or Net-Like Clothing, Sando, Tank-tops, Tube-Tops Halters, and Strapless or Spaghetti-Strap Blouse (**unless worn as an undershirt)**
BOTTOM	Skirt that is more than one (1) inch above the knee, Leggings, walking shorts, cycling shorts, and jogging pants (**unless worn during official events involving physical exercise),** Ripped Jeans, Short Pants
FOOTWEAR	Sandals, Slippers, and Slip-ins exposing Toes
JEWELRIES / MAKEUP	Heavy or theatrical makeup, other clothes or accessories analogous to the foregoing which are inappropriate while performing official duties of functions.

- **Exemption**

  Under the following circumstances, employees may be exempted from wearing the prescribed uniform:

  - When the nature of work of the official or employee demands that he/she wears clothing other than those prescribed above, such as but not limited to the uniformed personnel in the police, fire, correction, jail, and national mapping services; medical and health personnel; research and laboratory personnel and technicians; those who are performing field work and lawyers attending a court hearing and meeting;
  - When religious affiliation or creed or any legitimate practice by the employee in relation thereto, requires him/her to wear a particular clothing;
  - Physical disabilities and other legitimate health reasons of the employee;
  - Pregnant female employee during the period of pregnancy;
  - Employee who is in mourning due to the death of any member of his/her family;

- Emergency cases or during rehabilitation efforts after severe calamity/disaster; or inclement weather; and
- Other circumstances analogous to the foregoing.

In case the official or employee cannot comply with the dress code, he/she must accomplish an ***Application for Exemption from Wearing Uniform*** for approval of the Administrator or his authorized representative, through the Human Resource Management Division (HRMD), at least fifteen (15) days prior or whenever possible, for approval together with the required attachments or proof to justify the request for exemption. If the request is approved, the official or employee shall nevertheless report for work in at least a smart casual attire.

The Identification (ID) Card forms part of the agency-prescribed office uniform, thus, officials and employees shall wear their IDs during office hours or official duty.

Office-based employees and personnel may be allowed not to wear the prescribed uniform or dress code on the working day preceding a holiday, however, they are required to be in *Smart Casual as defined under Section IV (H) and illustrated in Section V (A4).*

- **Penalty**
  Any violation of the provisions of this Revised Dress Code shall be considered as ground for disciplinary action under civil service laws, rules, and regulations.

Source: Approved CY 2025 LRTA Uniform and Dress Code, 28 February 2025

PROHIBITED ACTS RELATED TO CONDUCT OF BUSINESS OR ENTREPRENEURIAL ACTIVITIES IN THE WORKPLACE

In line with Civil Service Commission (CSC) Memorandum Circular No. 32, s. 1993, CSC MC No. 32, s. 1997, and Republic Act No. 6713 or the Code of Conduct and Ethical Standards for Public Officials and Employees, the following are prohibited acts concerning the conduct of business, entrepreneurial activities, or economic ventures within the workplace:

- **Engaging in Private Business During Office Hours**
  Employees are prohibited from conducting or promoting private business or economic ventures during official working hours, whether inside or outside LRTA premises.

- **Use of Government Resources for Private Gain**
  Use of government time, personnel, properties, or supplies for any unauthorized business activity is strictly not allowed.

- **Selling or Soliciting in the Workplace**
  Selling goods or soliciting orders, contributions, or pledges from fellow employees during office hours and within office premises is prohibited, unless authorized in writing by proper authorities.

- **Conflict of Interest**
  Employees must avoid any business or activity that may conflict or appear to conflict with their official duties, or which may influence the performance of their functions.

- **Use of Position for Personal or Business Advantage**
  Employees are not allowed to use their official position to gain unwarranted benefits or to give undue advantage to themselves or others in any economic undertaking.

All employees are reminded that violation of these provisions may be grounds for administrative sanctions in accordance with Civil Service Rules and applicable laws.

Everyone is enjoined to strictly comply with these rules and uphold the highest standards of ethics, integrity, and professionalism in the public service.

Source: Prohibited Acts Related to Conduct of Business or Entrepreneurial Activities in the Workplace, 15 Jully 2025

NO SMOKING POLICY

LRTA is a smoke-free workplace. Smoking, including the use of vapes and e-cigarettes, is not allowed inside offices, stations, depots, or any LRTA facility, in compliance with government laws and CSC rules.

- Smoking is only allowed in designated smoking areas, if any.
- All employees are expected to follow this policy.
- Violations will be subject to disciplinary action under CSC and LRTA rules.
- "No Smoking" signages are posted for everyone's guidance.

Part VI – Educational Opportunities for Self-Improvement

A. OFF-CAMPUS PROGRAMS

The Light Rail Transit Authority on its commitment to an effective, efficient and highly educated workforce has adopted the off-campus Graduate and Undergraduate Program to help personnel who would want to earn a college degree or master's degree. The off-campus program helps the employees to take their classes here in LRTA.

B. CIVIL SERVICE EXAMINATION REVIEW AND MOCK EXAMINATION

To support employees aspiring to enter or advance within the government service, the LRTA conducts Civil Service Examination (CSE) review sessions and mock exams. These initiatives aim to equip employees with the necessary knowledge, strategies, and confidence to successfully pass the CSE, thereby strengthening the Authority's pool of qualified and career-oriented public servants.

In accordance with the provision of the Revised Guidelines for the LRTA's PRAISE approved by the Civil Service Commission (CSC) effective December 15, 2017, particularly the Career and Self Development Incentive and Eligibility (CES, Career Service, RA 1080, etc.) and related government examination (Career professional, sub-professional, etc.), the Authority recognizes all LRTA employees, both permanent and contractual, who have completed a Bachelor's Degree or Master's Degree/ Graduate Courses on their own expense during their tenure with LRTA, on the occasion of the celebration of the LRTA's Founding Anniversary.

Part VII – LRTA Facilities

Use of Company Facilities

Company assets—including equipment, machines, fixtures, supplies, utilities, and office space—are provided for employees to effectively perform their duties. Unauthorized use of these resources by non-employees is strictly prohibited. As stewards of LRTA property, employees are expected to exercise care and responsibility in their use.

The use of LRTA premises for activities such as meetings, rehearsals, sports, or choir practices by non-employees or external parties is not permitted unless duly authorized by Management.

Bulletin Boards

Bulletin boards are located within the compound, terminals, and other strategic areas. They serve as the primary medium for disseminating official information such as office orders, memoranda, policies, and regulations. Employees are encouraged to regularly check the bulletin boards to stay informed.

Health Services

Health services are provided primarily through the LRTA Clinics, staffed with full-time doctors, a dentist, and nurses. Clinics are located at the LRTA Line 2 Depot, Cubao, Antipolo, and Recto Terminal Stations. Employees are advised to seek medical assistance at these clinics in cases of illness or injury requiring more than first aid treatment.

Training Rooms / Social Hall

Training rooms and the social hall serve as venues for seminars, workshops, and other employee development activities. Use of these facilities is on a first-come, first-served basis and subject to proper scheduling.

Conference Rooms

Conference rooms are available in all offices to provide a suitable venue for meetings, briefings, and discussions.

Part VIII – Social Activities

Monthly Employee Relations Activity
To promote camaraderie, employee well-being, and a positive workplace culture, the LRTA conducts a Monthly Employee Relations Activity dedicated to celebrating the birthdays of employees. This activity gathers all birthday celebrants for the month in a simple program, where officers and co-workers join in extending their greetings and appreciation. By acknowledging milestones such as birthdays, LRTA underscores its commitment to valuing its workforce, boosting morale, and creating a supportive and inclusive workplace environment.

LRTA Foundation Day
The LRTA Foundation Day is an annual celebration held every July 12 to commemorate the establishment of the Light Rail Transit Authority. This significant occasion highlights the agency's milestones, achievements, and its unwavering commitment to delivering safe, efficient, and reliable transport service to the riding public.

The celebration typically includes a commemorative program, recognition of outstanding accomplishments, and activities that showcase the agency's journey and progress over the years. Employees are recognized for their contributions, loyalty, and exemplary service, reinforcing a culture of appreciation and excellence.

Sportsfest
The LRTA Sportsfest is a much-anticipated annual event designed to foster camaraderie, teamwork, and a spirit of healthy competition among employees. Through various sporting and recreational activities, employees from different offices and units come together to compete in friendly matches, cheer for their colleagues, and strengthen bonds beyond the workplace.

The Sportsfest not only promotes physical fitness and well-being but also builds morale and unity, contributing to a more dynamic and collaborative work environment. It stands as a reminder that while LRTA employees are committed to serving the public, they also value balance, wellness, and fun in their organizational culture.

Year-End Forum
The Year-End Forum is an annual gathering held every December that serves as both a culmination of the year's accomplishments and a celebration of the dedication of the LRTA workforce.

During this event, the Authority presents highlights of its achievements, acknowledges challenges overcome, and sets the tone for the coming year. The Year-End Forum also provides an avenue for fellowship and unity, as officers and staff share in a festive atmosphere that strengthens organizational cohesion and reaffirms the collective mission of LRTA.

Part IX – LRTA Policies Approved by the Civil Service Commission

To promote efficiency, integrity, and professionalism in public service, the Light Rail Transit Authority (LRTA) implements CSC-approved policies that serve as guides in human resource management and organizational development. These include the Merit Selection Plan (MSP), the Strategic Performance Management System (SPMS), and the Program on Awards and Incentives for Service Excellence (PRAISE).

Merit Selection Plan (MSP)

The MSP provides a systematic procedure for the recruitment, selection, and placement of employees based on merit and fitness. It ensures that all appointments in LRTA are made in accordance with the principles of equal opportunity, transparency, and fairness, free from any form of favoritism or discrimination.

Scan QR Code to View or Download:

Strategic Performance Management System (SPMS)

The SPMS is a results-based performance management system designed to align individual employee performance with the organizational goals of LRTA. It emphasizes planning, monitoring, and evaluating performance outcomes to foster accountability, productivity, and continuous improvement in public service delivery.

Program on Awards and Incentives for Service Excellence (PRAISE)

The PRAISE institutionalizes a system of awards and incentives to recognize and reward officials and employees who demonstrate outstanding work performance, creativity, and innovative ideas. It serves as a motivation mechanism to encourage excellence, dedication, and commitment among LRTA personnel.

Part X – Statement of Assets, Liabilities and Net worth

The Statement of Assets, Liabilities and Net Worth, or SALN, is a form that all government officials and employees are required to accomplish every year. It shows a declaration of what a person owns (assets), what they owe (liabilities), and their total net worth.

Aside from this, the SALN also includes information about one's business interests, financial connections, and relatives working in government service.

Filing the SALN is required under Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees). It must be submitted:

- Every year on or before April 30,
- Upon entering government service, and
- Upon separation from service.

Scan QR Code to View or Download the Frequently Asked Questions about Statement of Assets, Liabilities and Net Worth (SALN) by the Civil Service Commission (CSC)

Source: CSC Official Website

Part XI - Ease of Doing Business and Efficient Government Service Delivery Act

The Light Rail Transit Authority (LRTA) upholds the principles of transparency, accountability, and efficiency in accordance with Republic Act No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018. As a public service institution, LRTA is committed to delivering timely, consistent, and quality services to the riding public, partner agencies, and stakeholders.

All employees are expected to observe the prescribed service standards, abide by the Citizen's Charter, and ensure that transactions are acted upon within the mandated processing time. In line with this, LRTA promotes a culture of integrity and professionalism, ensuring that our services are accessible, people-centered, and responsive to the needs of the public.

ANTI-RED TAPE CAMPAIGN MATERIALS


Ayon sa Republic Act No. 11032, mayroong prescribed processing time para sa pagkumpleto ng iyong aplikasyon sa mga ahensya ng gobyerno at lokal na pamahalaan.
>3 araw
para sa simple transactions
>7 araw
para sa complex transactions
>20 araw
para sa highly-technical transactions
Dahil dito, maaasahan mong mas mapapabilis na ang iyong transaksyon!
ARTA HOTLINE
1-2782 O SA 8888
A R T A
www.arta.gov.ph
info@arta.gov.ph
Anti-Red Tape Authority
@artagovph

CCB CONTACT CENTER ng BAYAN

Text 0908 881-6565

Call 1-6565*

*5.00 + VAT per call anywhere in the Philippines via PLDT landlines from 8 am to 5 pm, Monday to Friday

Log-on to

www.contactcenterngbayan.gov.ph

www.facebook.com/contactcenterngbayan

Your direct line to quality government service

What to expect from government frontline offices:

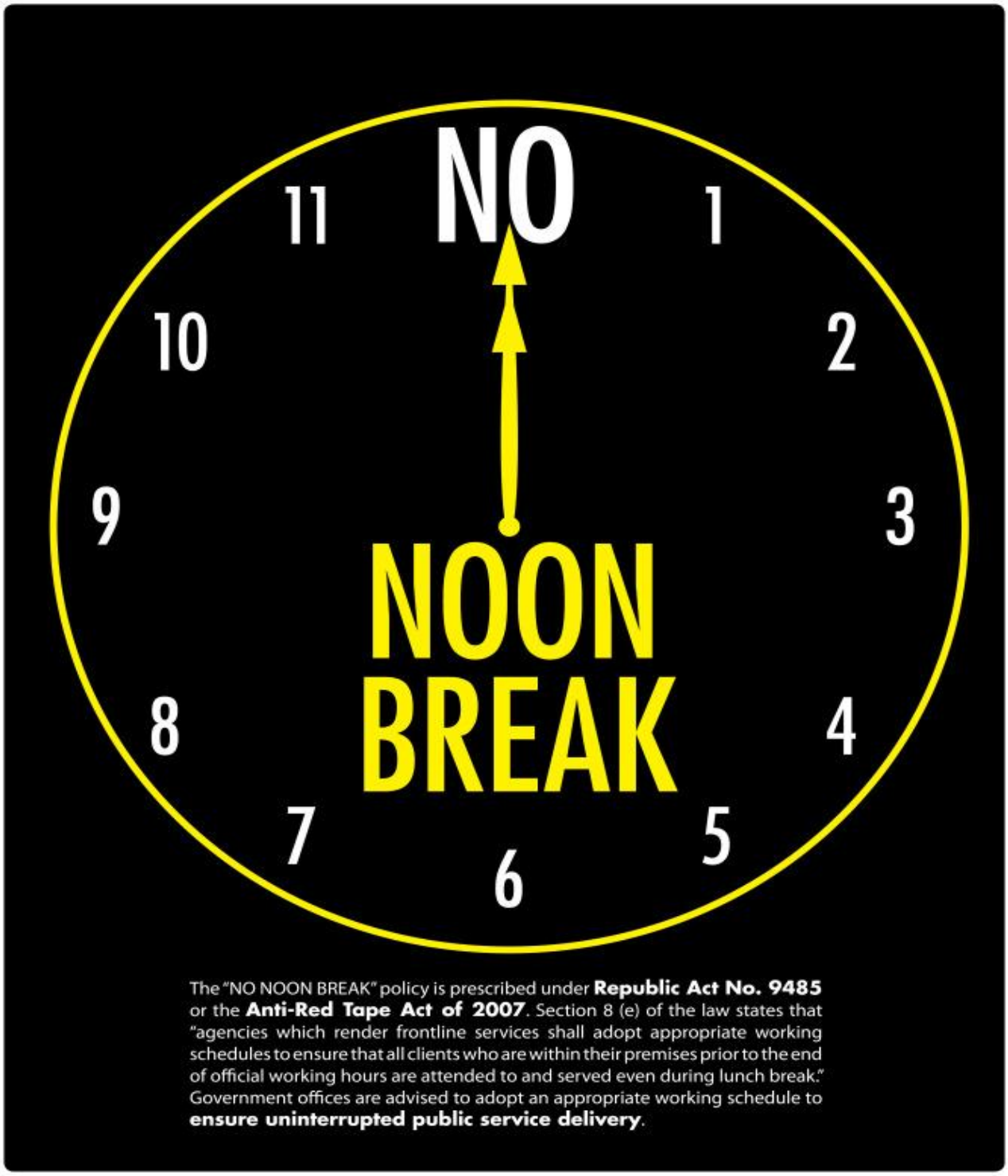
No fixing or collusion with fixers	**Continuous service even during lunch break**	**Public Assistance and Complaints Desk managed by compentent staff**	**Citizen's Charter posted within agency premises**	**Exact fees to be paid or requirements stated in the Citizen's Charter**
Courteous frontline service	**Presence of special lane for the elderly, pregnant women, and persons with disabilities**	**Issuance of Official Receipt**	**Responsiveness to clients**	**Other mechanisms for the provision of efficient services**

Republic of the Philippines
CIVIL SERVICE COMMISSION
Para sa taumBAYAN

Republic Act No. 9485 or the Anti-Red Tape Act (ARTA) of 2007 states that, "The head of office or agency shall be primarily responsible for the implementation of this Act and shall be held accountable to the public in rendering fast, efficient, convenient and reliable service. (Section 7 on the Accountability of the Heads of Agencies)

For immediate action on concerns, clients are requested to provide CCB agents the following:

- name
- name of official/employee transacted with
- nature and date of encounter


NO
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The "NO NOON BREAK" policy is prescribed under **Republic Act No. 9485** or the **Anti-Red Tape Act of 2007**. Section 8 (e) of the law states that "agencies which render frontline services shall adopt appropriate working schedules to ensure that all clients who are within their premises prior to the end of official working hours are attended to and served even during lunch break." Government offices are advised to adopt an appropriate working schedule to **ensure uninterrupted public service delivery**.

Part XII – LRTA's Citizen Charter: Commitment to Transparent and Efficient Service

The Light Rail Transit Authority (LRTA) remains committed to delivering safe, reliable, and efficient railway services anchored in transparency and citizen-centered governance.

Aligned with the Whole-of-Government (WOG) Reengineering Framework—which promotes integrated, simplified, and collaborative public service delivery—LRTA has updated its Citizen's Charter to reflect streamlined procedures and clearly defined service standards. To support this initiative, LRTA has also developed a Reengineering Manual and secured a Certificate of Compliance (CoC), which affirms the agency's adherence to the mandated requirements for citizen-centered service delivery.

These updates are in full compliance with Republic Act No. 11032, also known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, and ARTA Memorandum Circular No. 2019-002, both of which mandate efficient, responsive, and accountable delivery of government services.

Through these efforts, LRTA continues to improve the passenger experience and uphold excellence in public service.

Scan QR Code to View or Download the following:

- Citizen's Charter
- Reengineering Manual
- Certificate of Compliance (CoC)

Source: LRTA Official Website

Part XIII – Resignation, Request for Transfer and Other Mode of Separation

Any employee who voluntarily resigns from the service and/or requested for transfer from the Light Rail Transit Authority shall observe the following procedure and shall comply with the submission of herein provided requirements for the processing of the Terminal Leave Pay and other monetary claims and clearances, to avoid delays, deferment and other problems that will be encountered in the process if the procedure is not followed.

Submission of Letter of Resignation, Request for Transfer and Other Mode of Separation

The employee shall submit the Letter of Resignation/Request for Transfer and other mode of separation addressed to the Administrator coursed through the employee's immediate Supervisor and Department Manager.

In case the employee is detailed/assigned to a Department different from that stipulated in the appointment letter, the employee must secure the signatures of the respective Managers of the two Department/Offices.

After securing the signatures of the concerned Department Manager, the employee shall personally forward the Letter of Resignation/Request for Transfer to the Office of the Administrator, furnishing an advance copy to the HRMD strictly thirty (30) calendar days prior to the intended date of resignation. The employee shall personally follow up the status of the Letter of Resignation/Request for Transfer, and shall furnish the HRMD with the same, duly signed by the Administrator, on or before the last day of employment. Non-observance of the thirty (30) day notice requirement shall be a cause for the deferment of the processing of clearance.

Issuance of Set of Requirements

On the last working day of employment, the concerned employee will be given set of requirements to comply as indicated in the Office Order No. 1 dated January 11, 2021, entitled "Guidelines in the Submission, Processing and Issuance of Official Clearance" dated January 11, 2021 particularly Item V (1b), for submission to HRMD, as follows:

1. Employee Company ID Card (if lost, must submit Affidavit of Loss and Payment of appropriate fee)
2. CNA Access Pass (if any) (if lost, must submit Affidavit of Loss and Payment of appropriate fee)
3. ARTA Identification Card (if any)
4. Staff Card or Employee Pass (EP) for Station Teller, Station Supervisors, AFCSSD Employees (Cashiers), (if lost, must submit Affidavit of Loss and Payment of appropriate fee) (if applicable)
5. Exit Interview (to be conducted by HRM Officer/s)

6. Two (2) copies of signed Application for Leave (CS Form No. 6, Revised 2020)
    i. (put a check on "Others" then write TERMINAL LEAVE)
7. Four (4) copies of computerized Statement of Assets, Liabilities and Net Worth (SALN); Date of Effectivity (a day after the last day of service)
8. One (1) copy of duly notarized Authority to Deduct for any outstanding financial obligation and accountabilities (i.e., GSIS loans, Coop loans, shortages, etc:)
9. Duly signed Daily Time Record (DTR) covering the last one (1) month of employment
10. IPCR/OPCR (minimum of 3 months service prior to effectivity of Separation)
11. Secure GSIS Clearance using Application for Retirement/Separation/Life Insurance Benefits Form (concerned employee shall personally submit the said form to the GSIS and submit to LRTA the Original Copy or CTC of clearance issued by GSIS as a requirement for the processing of LRTA Clearance and Last Salary/Terminal Leave Pay)
12. Secure Ombudsman Clearance from the Office of the Ombudsman (concerned employee shall personally submit the said form to the Office of the Ombudsman and submit to LRTA the Original Copy of CTC issued by the Office of the Ombudsman as a requirement for the processing of LRTA Clearance and Last Salary/Terminal Leave Pay)
13. Special Power of Attorney (if necessary)

Preparation of Company Clearance

Upon receipt of the required documents, HRMD will then prepare the Company Clearance and route for approval of all clearing officials indicated in the Clearance Form.

Processing of Terminal Leave, Retirement Claims and Benefits

Refer to the provisions on Terminal Leave of Omnibus Rules on Leave issued by the Civil Service Commission particularly Sec. 35-40.

Source: Procedure on Filing of Resignation, Request for Transfer and other Mode of Separation, 14 April 2023

Appendices

Appendix A – Personnel Forms

Appendix B – Other Government Forms

Appendix A – Personnel Forms

Scan QR Code to View or Download the following forms:

- Statement of Assets, Liabilities and Net Worth (SALN)
- Daily Time Record (DTR)
- Notice of Official Business (OB)
- Application for Leave
- Cancellation of Leave/Reschedule of Applied Leave Request Form

Appendix B – Other Government Forms

Scan QR Code to View or Download the following forms:

- PhilHealth Member Registration Form
- Pag-IBIG MPL Application Form
- GSIS Disability Benefits
- ECC Cash Assistance Form
- BIR Application for Registration
- Application for Ombudsman Clearance