

Republic of the Philippines
CIVIL SERVICE COMMISSION



MC NO. 23, s. 1998

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS
AND AGENCIES OF THE NATIONAL
AND LOCAL GOVERNMENT, INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED
CORPORATIONS AND STATE
UNIVERSITIES AND COLLEGES

SUBJECT : REPRIMAND AS THE PENALTY FOR FIRST
OFFENSE IN HABITUAL TARDINESS

Pursuant to Resolution No. 98-1395 dated
June 8, 1998, the offense of habitual tardiness has
been reclassified as light offense. Hence, the
corresponding imposable penalty for the violation thereof
has been revised.

For this purpose, Rule XIV, Section 22 (q) on grave
offenses and (c) on light offenses of the Omnibus Rules
Implementing Book V of the 1987 Administrative Code and
Other Pertinent Civil Service Laws are hereby amended to
read as follows:

X X X

(q) *Frequent unauthorized absences, loafing or
frequent unauthorized absences from duty
during regular office hours.*

*1st offense - suspension for six (6) months
and one (1) day to one (1)
year*

2nd offense - DISMISSAL

*An officer or employee in the civil service
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 three (3) consecutive months during the
year. In case of claim of ill-health, heads of
departments or agencies are encouraged to verify
the validity of such claim and, if not satisfied
with the reasons given, should disapprove the*

application for sick leave. On the other hand, in cases where an employee absents himself from work before approval of the application, said application should be disapproved.

x x x

The following are light offenses with their corresponding penalties:

x x x

(c) Violation of reasonable office rules and regulations which shall include Habitual Tardiness

1st offense	-	Reprimand
2nd offense	-	Suspension for one (1) day to thirty (30) days
3rd offense	-	Dismissal

Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.


CORAZON ALMA G. DE LEON
Chairman

15 June 1998



RESOLUTION NO. 981395

WHEREAS, Section 3 of Article IX-B of the 1987 Constitution provides that the Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness and courtesy in the civil service;

WHEREAS, Section 12(3), Title (A), Book V of the Administrative Code of 1987 empowers the Civil Service Commission to promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

WHEREAS, there is a need for the Commission to amend its existing policy on tardiness by reclassifying it as Light Offense with the corresponding penalty;

WHEREFORE, foregoing premises considered, Section 22 (q) on grave offenses and (c) on light offenses of the Omnibus Rules Implementing Book V of the 1987 Administrative Code and Other Pertinent Civil Service Laws are hereby amended to read as follows:

x x x

(q) *Frequent unauthorized absences, loafing or frequent unauthorized absences from duty during regular office hours.*

1st offense - suspension for six (6) months and one (1) day to one (1) year

2nd offense - DISMISSAL

An officer or employee in the civil service 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 three (3) consecutive months during the year. In case of claim of ill-health, heads of departments or agencies are encouraged to verify the validity of such claim and, if not satisfied with the reasons given, should disapprove the

application for sick leave. On the other hand, in cases where an employee absents himself from work before approval of the application, said application should be disapproved.

X X X

The following are light offenses with their corresponding penalties:

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(c) Violation of reasonable office rules and regulations which shall include Habitual Tardiness

1st offense - Reprimand

2nd offense - Suspension for one (1) day to thirty (30) days


3rd offense - Dismissal

Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.

This resolution shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

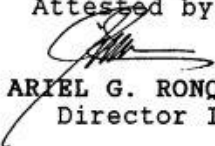
Quezon City, JUN 08 1998


CORAZON ALMA G. DE LEON
Chairman


THELMA P. GAMINDE
Commissioner


JOSE F. ERESTAIN, JR.
Commissioner

Attested by:


ARIEL G. RONQUILLO
Director III