

MC # 20, s. 1968

TO : ALL CENTRAL & FIELD OFFICE PERSONNEL
THIS OFFICE

SUBJECT : Disciplinary Measures Adopted By The NIA Committee On Discipline, In Compliance With OM #74, s. 1967 Of The Administrator, As Approved By Agency's Board Of Directors Under Its Resolution No. 701-68, (1st Par.).

The committee adopted for immediate implementation the following office Rules and Regulations based on Civil Service Law, actual observation, previous memoranda and the Revised Civil Service Rules on discipline:

Imposition of prescribed penalties hereunder provided shall be made strictly in pursuance of administrative due process, and those involving the penalty of dismissal from the service shall be referred to the Board, National Irrigation Administration for its appropriate action.

1. CONDUCT AND GOOD BEHAVIOR DURING OFFICE HOURS:-

(a) Avoid reaming around or grouping together engaging others in unnecessary conversation. Employee violating this particular rule for the first time shall be warned in writing by their immediate supervisors.

Penalties:

2nd time - Reprimand in writing by the Administrator

3rd time - Severe reprimand with corresponding point deductions from their respective performance rating within the rating period at the time the offense was committed; 3 points from the total point score for non-supervisors and 5 points for supervisors.

4th time - Suspension for 5 working days without pay for regular employees and dismissal to daily wage employees.

5th or succeeding time - Suspension for 15 working days without pay for regular employees for each time.

(b) The same penalties as in paragraph 1 (a) shall be imposed upon those talking in loud tones.

(c) Reading magazines and/or newspapers during office hours is strictly prohibited. Exempted are the employees who are assigned to cut out news item and articles about the NIA and those conducting research work by instruction of their supervisors.

Penalties: - same as in paragraph 1 (a).

2. TIME FOR EATING LUNCH:

Eating lunch during office hours, that is, before 1200 o'clock noon or after 1:00 P.M. is strictly prohibited, except those engaged in official business in and/or out of the office premises.

Penalties: same as in paragraph 1 (a) hereof.

3. UNDERTIMES:

All officials and employees shall refrain from leaving their desks unnecessarily and under no circumstances shall they leave for more than fifteen (15) minutes during office

submitting two (2) copies of the "Locator Slip" duly approved by his/her immediate supervisor; one copy of which is to be placed conspicuously on top of his or her desk and the other copy to be submitted to his/her immediate supervisor or assistant.

Penalty: - Same as in paragraph 1 (a).

4. TARDINESS:

Time of arrival in Office after 8:00 o'clock in the morning and/or those arriving after 1:00 o'clock in the afternoon. Arriving late for five (5) or more times within a month shall be considered as one count and constitute "habitual tardiness" a ground for disciplinary action under Sec. 19(b), Rule XVIII of the Revised Civil Service Rules, and shall be reported by the Department Head to the Administrator thru the Administrative Officer at the end of the month for appropriate action.

Penalty: -

- 1st Count - Warning in writing from the Administrator
- 2nd Count - Severe reprimand in writing from the Administrator
- 3rd Count - Thirty (30) working days suspension without pay to either permanent or temporary employees, and dismissal from the service to daily wage employees.
- 4th Count - Dismissal from the service to either permanent or temporary employees.

5. ABSENCES:

Half-day absence for three (3) times or more within the month unless authorized shall be considered frequent absences, a ground for disciplinary action provided for in Section 19(b) of Rule XVIII of the Revised Civil Service Rules. If such frequent absences are incurred on account of urgent personal matters same shall be justified by presenting proof or proofs as may be required by the immediate supervisor or next higher in rank who shall evaluate the same.

Penalty: - Same as in No. 4 above.

Provided, however that counts for tardiness or absences against an employee shall be considered against him/her only during the fiscal year in which such tardiness or absences were incurred.

6. VACATION AND SICK LEAVE OF ABSENCES: -

(a) Applications for vacation leave of absence for one full day or more shall be submitted on the prescribed form for action by the proper chief of agency (or his duly authorized representative) five (5) days in advance whenever possible, of the effective date of such leave (Section 16, C, Application for leave) of Rule XVI, Revised Civil Service Rules. For violation hereof, the employee concerned shall be required to explain in writing within five (5) working days his failure to comply herewith; otherwise his application for leave of absence shall be disapproved and considered as leave without pay.

7. PEDDLERS/SOLICITORS:-

Unless authorized, soliciting contributions, distributing handbills, advertisements, subscriptions of books or magazines and peddling of goods of any kind in the office are hereby

7. Security Guard shall enforce this regulations and should see to it that this prohibition is strictly observed during office hours.

Penalty:- Failure on the part of the security guard concerned to enforce this regulation will subject him to the penalty prescribed in Paragraph I (a) hereof.

8. Unauthorized persons or employees with no official business are not allowed in the Records room.

Penalty:- Same as in paragraph 1 (a) hereof.

9. All NIA Central Office personnel from the Department Heads down to the rank and file should wear their name plates during office hours while in the office.

Penalty:- Same as in paragraph 1 (a) hereof.

10. Crocketing, playing chess and scrabble on turning on very loud radios during office hours are prohibited.

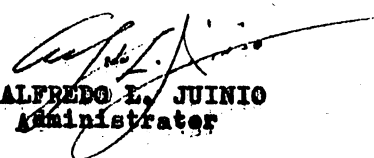
Penalty:- Same as in paragraph 1 (a) hereof.

11. Supervisors or their respective assistants shall see to it that the above office rules and regulations are strictly observed.

It is hereby understood that upon enactment of or approval by the authorities concerned of the foregoing rules and regulations, the same shall supersede all previous memoranda of this Office on all matters pertaining to disciplinary measures.

Enclosed are prescribed forms for monthly reports on violation of above office regulations, undertimes, frequent tardiness and absences, to be submitted by the immediate supervisors or respondent employees thru the Administrative Officer to the Administrator for appropriate action.

Strict compliance hereon is enjoined.


ALFREDO L. JUINIO
Administrator

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5/25/68