

Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 16, s. 1991

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR/ASSISTANT ADMINISTRATORS/
HEADS OF DEPARTMENTS AND STAFFS, REGIONAL
IRRIGATION MANAGERS, OPERATIONS MANAGERS, PROJECT
MANAGERS, PROVINCIAL IRRIGATION ENGINEERS,
IRRIGATION SUPERINTENDENTS AND ALL OTHERS
CONCERNED
This Agency

SUBJECT : CSC MC # 4 s. 1991 Rules on Absenteeism
and Tardiness

For the information, guidance and compliance of all
concerned, quoted hereunder in full is CSC Memo Circular
No. 04 s. 1991 on the above subject matter.

"Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Quezon City

MC No. 04 s. 1991

MEMORANDUM CIRCULAR

TC : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF
THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS
WITH ORIGINAL CHARACTERS

SUBJECT : Policy on Absenteeism and Tardiness

The Civil Service Commission, pursuant to its mandate as
the central personnel agency of the government, hereby promul-
gates the following guidelines and rules on absenteeism and
tardiness:

A. HABITUAL ABSENTEEISM

1. An officer or an 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;

2. In case of claim of ill health, heads of department of agencies are encouraged to verify the validity of such claim and, if not satisfied with reason given, should disapprove the application for sick leave. On the other hand, cases of employees who absent themselves from work before approval of their application should be disapproved outright; and,
3. In the discretion of the Head of any department, agency or office, any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave. Those found violating the leave laws, rules or regulations shall be dealt with accordingly by filing appropriate administrative cases against them.

B. HABITUAL TARDINESS

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

C. SANCTIONS

1. The following sanctions shall be imposed for violation of the above guidelines:

- a) for the first violation, the employee after due proceedings, shall be meted the penalty of 6 months and 1 day to 1 year suspension without pay;
- b) for the second violation, and after due proceedings, he shall be dismissed from service.

Reports on punctuality and attendance of all employees should be submitted to the Personnel Officer of every department or agency not later than two (2) weeks after the end of every semester (June and December).

Heads of Department or Agencies shall oversee the strict implementation of this Circular and may prescribe their own internal rules and regulations in the use of bundy clock, logbook, pass slip and/or application for leave of absence.

THIS MEMORANDUM SHALL TAKE EFFECT IMMEDIATELY.

(SGD.) PATRICIA A. STO. TOMAS
Chairman

January 22, 1991"

PLEASE BE GUIDED ACCORDINGLY.

(SGD.) JOSE B. DEL ROSARIO, JR.
Administrator

February 13, 1991

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