

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

MC # 49 s. 1993

MEMORANDUM CIRCULAR

T O : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS, DEPARTMENT/
REGIONAL/OPERATIONS/PROJECT MANAGERS, IRRIGATION SUPERINTENDENTS,
CHIEFS OF PROVINCIAL IRRIGATION OFFICES AND ALL OTHERS CONCERNED
NATIONAL IRRIGATION ADMINISTRATION

SUBJECT : Unauthorized Leave of Absence

It has been observed that employees, whether in the Central or Field Offices, have been allowed to be absent without leave for a considerable time before the Chief of Office concerned takes proper action. It must be pointed out that tolerance of such a situation runs counter to the national policy of maximizing the services of existing human resources. It is therefore enjoined that prompt action be taken on employees who are AWOL. Henceforth, the following rules shall be observed:

"Officers and employees who are absent for at least thirty (30) days without approved leave are considered on Absence Without Leave (AWOL) and shall be dropped from the service after due notice. However, when the exigencies of the service require his immediate presence and he fails/ refuses to return to the service, the head of office may drop him from the service even prior to the expiration of the thirty (30) day period above stated" (Sec. 35, Rule XVI of the CSC Omnibus Rules, underscoring supplied). The notice shall be in writing and shall be sent to the employee by registered mail with return card or by special delivery at his last known address on file with the office. If the employee fails to heed the notice within a prescribed period, the Chief of Office concerned shall recommend immediately to the Administrator that the former be dropped from the rolls.

Compliance is enjoined.

(SGD.) APOLONIO V. BAUTISTA
Administrator

September 15, 1993

• Route to Staff
• File