

TO: MR CORPUAN STAFF  
pls read + take note:

NA  
9/10

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

MC No. 34, s. 1998

MEMORANDUM CIRCULAR

TO : THE DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,  
DEPARTMENT MANAGERS, REGIONAL/OPERATIONS  
MANAGERS, PROJECT MANAGERS, PROVINCIAL IRRIGATION  
OFFICERS, IRRIGATION SUPERINTENDENTS, AND ALL OTHERS  
CONCERNED  
National Irrigation Administration

SUBJECT : CSC MC # 19, S. 1998

Quoted hereunder in full for the information and guidance of all concerned is CSC  
MC # 19, s. 1998 to wit:

"MC No. 19, 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<br>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.

(SGD) CORAZON ALMA G. DE LEON  
Chairman

20 May 1988"

Be guided accordingly.

  
MANUEL ANTONIO S. AREVALO  
Administrator

September 9, 1998