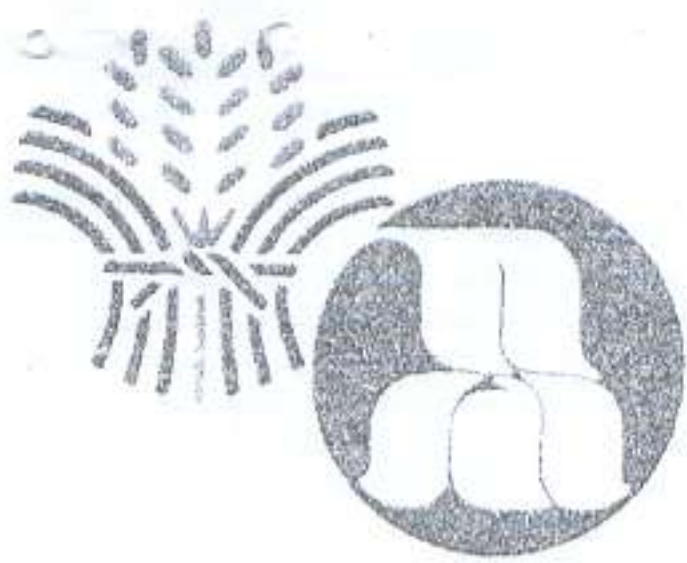




Republika ng Pilipinas
Pambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER
E. DE LOS SANTOS AVENUE
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-6071 TO 78
TELEFAX NO.: 926-2846
TIN: 000-916-415

OUR REFERENCE:

MC No. 59, s. 2010

MEMORANDUM CIRCULAR

TO: THE ACTING SENIOR DEPUTY ADMINISTRATOR, ACTING
DEPUTY ADMINISTRATORS, DEPARTMENT/ OPERATIONS/
PROJECT MANAGERS, DIVISION MANAGERS, AND
OTHERS CONCERNED

SUBJECT: MEMORANDUM CIRCULAR NO. 17, s. 2010 OF THE CIVIL
SERVICE COMMISSION (CSC) RE: POLICY ON HALF DAY
ABSENCE

For your information and guidance, attached is a copy of the above-cited CSC Circular, dated 6 July 2010. It provides guidelines on Half Day Absence, as follows:

1. Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions on Habitual Tardiness; and
2. Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime.

It is understood that any officer or employee who incurs tardiness/ undertime, regardless of the number of minutes/ hours, ten (10) times or more a month for at least two (2) months in a semester or for at least two (2) consecutive months during the year shall be liable for Simple Misconduct and/ or Conduct Prejudicial to the Best Interest of the Service, as the case may be;

Office Circulars or parts thereof that are inconsistent herewith are hereby revoked and/ or modified accordingly.

For strict compliance.


ANTONIO S. NANGEL
Acting Administrator

23 September 2010



CSC MC No. 17, s. 2010

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS,
OFFICES AND AGENCIES OF THE NATIONAL
AND LOCAL GOVERNMENTS, INCLUDING
STATE UNIVERSITIES AND COLLEGES AND
GOVERNMENT-OWNED AND CONTROLLED
CORPORATIONS WITH ORIGINAL CHARTER

SUBJECT : Policy on Half Day Absence

Pursuant to CSC Resolution No. 10-1358^{*} dated July 6, 2010, the Commission resolves to promulgate the following guidelines on Half Day Absence, as follows:

1. Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions on Habitual Tardiness; and
2. Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

06 AUG 2010

AGR/Y47 (d16)mpm/10-usb
Mc Policy on Undertime

^{*} CSC Res. No. 10-1358 was published in the Philippine Daily Inquirer on July 28, 2010.



Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service:
Civil Service at Its Best

Mananagaling Muna

Re: Policy on Half Day Absence

X-----X-----

RESOLUTION NO. 101358

WHEREAS, Section 1, Article XI of the 1987 Constitution, states that "Public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and justice, and lead modest lives";

WHEREAS, part of such accountability, responsibility and efficiency of public officers and employees is the observance of the prescribed eight-hour work schedule in a given working day or 40-hour work per week;

WHEREAS, being absent for half a day results in failure of an officer or employee to observe the eight-hour work in a day;

WHEREAS, in the case of Yadao-Guno, Carmelita P. (CSC Resolution No. 00-0970 dated April 7, 2000), the Commission ruled that "half-day absence is incurred when an officer or employee does not report for work either for the whole morning or the whole afternoon";

WHEREAS, the Civil Service Law, Rules and Regulations are silent as to what constitute half day absence;

WHEREAS, there is a need to define how an officer or employee may be held administratively liable for his/her half day absences;

NOW, THEREFORE, the Civil Service Commission, being the central human resource institution of the government, resolves to promulgate the following guidelines on Half Day Absence, as follows:

1. Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions on Habitual Tardiness; and
2. Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime.

Certified True Copy:

[Signature]
SEYMOUR K. PAJARES
Chief Personnel Specialist

Commissioner, Department of Labor and Employment

RESOLVED FURTHER, that these guidelines shall be prospective in application and shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

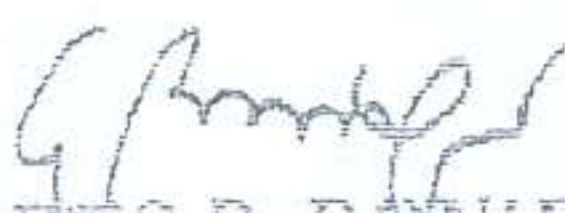
Quezon City. 06 JUL 2010


FRANCISCO T. DUQUE III
Chairman

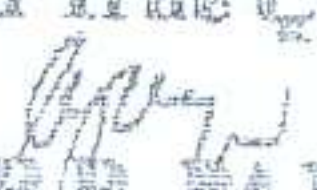

CESAR D. BUENAFLOR
Commissioner


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

AGR/Y47/mpm10-usb
CSC Policy Reso on Half Day

Certified True Copy:

REYNOUR R. FAJARES
Chief Technical Specialist
Commission Secretariat and Liaison Office