



MEMORANDUM CIRCULAR No. 85  
Series of 2024

**TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, THE REGIONAL/DEPARTMENT/PROJECT MANAGERS, DIVISION MANAGERS, AND ALL OTHERS CONCERNED**

**SUBJECT : AMENDMENT TO NIA MC NO. 26, S. 2023, "IMPLEMENTATION OF STANDARDIZED INTERNAL CONTROLS, POLICIES AND GUIDELINES ON LEAVE ADMINISTRATION AND ATTENDANCE MONITORING"**

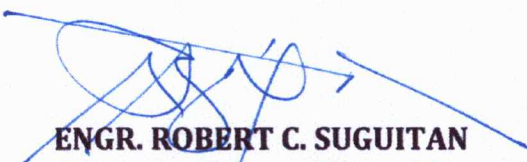
This Circular hereby amends VI. Basic Policies on Attendance Monitoring and Other Related Rules and Regulations, Item 7 (b) of NIA MC No. 26, s. 2023 pertaining to habitual tardiness, to wit:

| FROM  | TO   |
|---|--|
| b. Habitual Tardiness is also known as "frequent unauthorized tardiness: An employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times for at least two (2) months in a semester or at least two (2) consecutive months during the year. | b. Habitual Tardiness is also known as "frequent unauthorized tardiness: An employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times <b>a month</b> for at least two (2) months in a semester or at least two (2) consecutive months during the year. |

For your information.

**ENGR. EDUARDO EDDIE G. GUILLEN**  
Administrator

For and in behalf of :

  
**ENGR. ROBERT C. SUGUITAN**  
Officer-in-Charge, Office of the Administrator

