

Republika ng Pilipinas;  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)  
UL Complex, Pasig, Metro Manila

June 18, 1991

DECS O R D E R  
No. 72, s. 1991

DATE OF EFFECTIVITY OF CSC MEMORANDUM CIRCULAR NO. 4, S. 1991  
REGARDING POLICY ON TARDINESS AND ABSENTEEISM

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors/Cultural Agency Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Vocational School Superintendents/Administrators

1. Reproduced at the back is a copy of Memorandum Circular No. 18, dated May 21, 1991, of the Civil Service Commission informing that Memorandum Circular No. 4, s. 1991 took effect on February 23, 1991, thirty (30) days after the date of its issuance on January 22, 1991.
2. Please be guided accordingly.

(SGD.) ISIDRO D. CARINO  
Secretary

Reference:  
DECS Order: No. 18, s. 1991

Allotment: 1-2-3--(M.O. 1-87)

To be indicated in the Perpetual Index  
under the following subjects:

✓ BUREAUS & OFFICES  
✓ EMPLOYEES  
✓ OFFICIALS

✓ POLICY  
✓ RULES & REGULATIONS

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RECORDS SECTION

JUN 6 1991



Republic of the Philippines

CIVIL SERVICE COMMISSION

DEPARTMENT OF EDUCATION,  
CULTURE & SPORTS

JUN 07 1991

MC No. 18, s. 1991

MEMORANDUM CIRCULAR

**T O :** ALL HEADS OF DEPARTMENTS, BUREAUS, AGENCIES  
IN THE NATIONAL OR LOCAL GOVERNMENTS,  
INCLUDING GOVERNMENT-OWNED OR CONTROLLED  
CORPORATIONS WITH ORIGINAL CHARTERS

**SUBJECT :** Date of Effectivity of MC No. 4, s. 1991,  
Policy on Tardiness and Absenteeism

The Civil Service Commission under MC No. 4, dated January 22, 1991, issued a Policy on Tardiness and Absenteeism but did not specifically provide when the said Circular will become effective. Several queries were then received by the Commission seeking clarification on the date the Memorandum Circular shall take effect or be implemented in their respective agencies.

In this connection, it shall be understood that Memorandum Circular No. 4, s. 1991, shall take effect thirty (30) days after the date of its issuance or February 23, 1991.

Please be guided accordingly.

*Patricia A. Sto. Tomas*  
PATRICIA A. STO. TOMAS  
Chairman

21 May 1991

OCSS