



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
 DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
 DECS Complex, Marikina Avenue
 Pasig City, Philippines



Sama-Sama
 sa DECS

Tanggapan ng Kullhim
Office of the Secretary

August 7, 1998

DECS ORDER
 No. 73, s. 1998

RECLASSIFICATION OF HABITUAL TARDINESS AS LIGHT OFFENSE
 AND REVISION OF PENALTY FOR VIOLATION THEREOF

To: Undersecretaries
 Assistant Secretaries
 Bureau/Service/Center Directors
 Regional Directors
 Schools Superintendents

1. Inclosed is a copy of Civil Service Memorandum Circular No. 23, dated June 15, 1998 which provides that the offense of habitual tardiness has been reclassified as light offense and specifies the revision on the imposable penalty for violation thereof.

2. As stated in said CSC-MC No. 23, s. 1998, violation of reasonable office rules and regulations which shall include habitual tardiness is to be penalized as follows:

- | | | |
|-------------------------|---|--|
| 1 st offense | - | Reprimand |
| 2 nd offense | - | Suspension for one (1) day to thirty (30) days |
| 3 rd offense | - | Dismissal |

3. In this connection, it is directed that close monitoring of the punctuality, including attendance, of all DECS officials and employees under your direct supervision be strictly enforced and any violations be dealt with in accordance with existing Civil Service rules and regulations.

4. Immediate dissemination of and compliance with this Order is directed.

Andrew Gonzalez
 ANDREW GONZALEZ, FSC
 Secretary

AG

Incl.: As stated
 Reference: DECS Order No. 18, s. 1991
 Allotment: 1 (T.O. 50-97)
 To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES OFFICIALS POLICY

Republic of the Philippines
CIVIL SERVICE COMMISSION



MC NO. 23, B. 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 (g) on grave offenses and (e) 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

(g) 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 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.


CORAZON ALMA G. DE LEON
Chairman

15 June 1998

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