MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

SUBJECT : LATEST CIVIL SERVICE COMMISSION (CSC) POLICY ON UNDERTIME AND HALF DAY ABSENCE

DATE : 16 August 2010

Pursuant to the Memorandum Circular Nos. 16 and 17, dated 06 August 2010, issued by the Civil Service Commission (CSC), all officials and employees are hereby advised/informed of the latest guidelines on “Policy on Undertime” and “Policy on Half Day Absence”, respectively, as follows:

1. Policy on Undertime (CSC MC No. 16):

The new policy on undertime provides that:

"Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times or more in a month for at least two 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 maybe."


2.1 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;

2.2 Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime.

The above policy shall take effect immediately.

For information and guidance.

JENNIFER JARDIN MANALILI
Administrator