MEMORANDUM

TO : ALL EMPLOYEES

SUBJECT : ATTENDANCE AND PUNCTUALITY

It has been observed that many employees have frequently violated Civil Service policies on attendance and punctuality, a practice inimical to public service. Relative to this, and in order to minimize unnecessary tardiness, undertime and absences, the following measures shall be strictly enforced.

A. TARDINESS

1. Tardiness means any number of minutes short of the official starting time of the employee.

For purposes of determining tardiness, only the period beyond fifteen (15) minutes from start of an employee's official work hours shall be counted. However, this consideration should not be construed as re-adjustment in the prescribed work hours. Employees are hereby reminded that whenever they report later than the official starting time any such time difference shall, pursuant to civil service and auditing rules and regulations, be deducted from their respective leave credits or salary, whenever such leave credits have already been exhausted.

Undertime means working time which is less than the full or required time of work operations.

2. The periodic performance evaluation of employees shall henceforth include a criterion for compliance
to Office Rules and Regulations. In this regard, a point system shall be adopted for Attendance and Punctuality. Hence, the more number of times an employee has incurred tardiness/undertime, the more demerits he will have. Thus,

<table>
<thead>
<tr>
<th>No. of Times</th>
<th>Tardy/Undertime</th>
<th>Demerit/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>first warning</td>
<td>- 1 point</td>
</tr>
<tr>
<td>15</td>
<td>second warning</td>
<td>- 2 points</td>
</tr>
<tr>
<td>20</td>
<td>written reprimand</td>
<td>- 3 points</td>
</tr>
<tr>
<td>25</td>
<td>one-week suspension *</td>
<td>- 4 points</td>
</tr>
<tr>
<td>30</td>
<td>two-week suspension *</td>
<td>- 5 points</td>
</tr>
</tbody>
</table>

(* suspension shall be without pay and shall not affect the employee’s leave credits)

3. Employees who have been penalized with suspension for an aggregate period of six (6) weeks or more during a calendar year shall be recommended for termination. Due process shall be adopted by referring their case to the Administrative Complaints Committee (ACC) for appropriate action.

B. ABSENCES

1. The following cases shall not affect the attendance rating of an employee:

a. Forced leave or scheduled vacation leave.

b. Authorized leave of absence not in excess of leave credits earned during the rating period. Therefore duly approved vacation leave of fifteen days or less enjoyed during the period January to June 1986 shall not have a negative effect on the rating on attendance as these absences do not exceed the 15 days leave credits earned during the six-month period.
c. Maternity leave and other sick leave due to major operations or any other serious illness duly certified by a government physician.

2. Application for leave of absence

SICK LEAVE

1. Application for sick leave of absence for one full day or more shall be made on the prescribed form. In case of absence due to illness, the immediate supervisor should be duly notified when possible and the application for such leave to be filed within three (3) days after the employee has returned back to work. In case of delay in filing, a brief explanation of the cause of the delay is required.

2. A sick leave exceeding five (5) days requires a medical certificate.

VACATION LEAVE

1. Application for vacation leave of absence for one or more days shall be accomplished using the prescribed form and submitted two (2) days before the effectivity date of such leave. In case of emergency leave, the leave application shall be filed immediately upon return, provided the employee is able to notify his immediate supervisor of his absence.

2. Per POEA Memorandum Circular No. 23, series of 1996, application for sick/vacation and maternity leave of absence with or without pay for personnel below presidential appointees for a period below one (1) month, shall require the favorable recommendation of the Division/Branch Chief or Director and the approval of the same shall be made by the
Deputy Administrator concerned. Leave application for more than one (1) month shall be favorably recommended by the same officials. However, such leave application shall bear the initial of the Deputy Administrator concerned before such is forwarded to the Administrator for approval.

3. The mere filing of a vacation leave application will not authorize an officer or employee to go on leave immediately. In case an employee absents himself from work before the approval of such leave application, he shall be considered on absence without official leave (AWOL) and the provision of CSC Resolution 31-848 (on dropping from the rolls in case employee goes on AWOL for thirty days) shall apply.

4. It shall be the responsibility of the immediate supervisor to report to the Human Resources Development (HRD) Division the names of employees who have been absent for one week without approved leave.

5. Should there be a need to prolong an employee’s approved leave of absence, the employee concerned must submit an application for extension of leave preferably within five (5) days before the expiry of his earlier leave application.

6. Clearance from money and property accountabilities should be attached to the application for leave which covers 30 or more calendar days.

7. An employee who does not have accumulated leave credits and fails to report for work on a Friday or Monday will not be paid for three (3) days pursuant to Civil Service and Auditing rules and regulations.
C. OFFICIAL BUSINESS (O.B.)

Employees who are not on official business who leave the office earlier than their official quitting time shall be considered as having incurred under-time and shall be meted with sanctions consistent with that of under-time. In which case, the supervisors concerned are to report to HRDD the name of these employees.

D. SANCTIONS

Violations of rules and regulations relative to filing of leaves for a calendar year shall be meted the following penalties:

First Offense - - - - Warning
Second Offense - - - - Written Reprimand
Third Offense - - - - One-week Suspension*
Fourth Offense - - - - Two-week Suspension*
Fifth Offense - - - - Cause for Termination

(*suspension shall be without pay and shall not affect the employee's leave credits)

E. RESPONSIBILITY OF SUPERVISORS

All heads of offices are expected to exercise more vigilance to ensure uniform observance of existing policies on attendance and punctuality. In this regard, they are expected to call the attention of and counsel employees on poor work habits. They are also expected to serve as the models to their staff in this regard.
With responsible officials and employees, there should be no need to resort to unpleasant disciplinary measures.

F. EFFECTIVITY

These Rules and Regulations on Attendance and Punctuality shall become effective 01 February 1989.

FOR GUIDANCE AND STRICT COMPLIANCE.

18 January 1989

TOMAS D. ACHACOSO
Administrator