MEMORANDUM ORDER NO. 03  
Series of 1995

It has been noted that a number of employees who often incur undertime has greatly increased for the past several months.

As such, this office hereby reiterates the Civil Service Commission's (CSC) policy on undertime pursuant to its Memorandum Circular No. 21, s. 1991 as follows:

"An employee who incurs undertime regardless of the number of minutes/hours, ten (10) times a month or at least two (2) consecutive months during the year shall be subject to administrative sanctions prescribed under CSC M.C. No. 4 s. 1991 (Policy on Absenteeism and Tardiness).

All officials and employees are therefore advised to strictly observe the herein prescribed office policy.

This order shall take effect immediately.

FELICISIMO O. JOSON, JR.  
Administrator

27 February 1995