POLICY ON ATTENDANCE AND PUNCTUALITY

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Pursuant to CSC Resolution No. 97-0406 dated Jan. 28, 1997, the Civil Service Commission recognizes and affirms the authority of Heads of Departments, Agencies, Bureaus and Offices of the National Government, Local Government and Government-Owned and Controlled Corporations with Original Charters and State Colleges and Universities, to promulgate their own internal rules and regulations on attendance and punctuality which will require their employees to incur less absences and tardiness than the frequency allowed under existing Civil Service rules and regulations. Violations of the rules issued by heads of offices shall constitute the offense of Violation of Reasonable Office Rules and Regulations, punishable with reprimand on the first offense, suspension for one (1) to thirty (30) days on the second offense, and dismissal on the third offense.

This Memorandum Circular takes effect immediately.

Adopted: 28 Jan. 1997

(SGD.) CORAZON ALMA G. DE LEON
Chairman

RESOLUTION NO. 97-0406

WHEREAS, there is a need to promote work ethics and discipline in the Government through strict observance of regular office hours, as provided for under RA 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees;

WHEREAS, there is a need to raise the level of consciousness of employees on the importance of attendance and punctuality in the performance of their functions, which will contribute to the efficiency and effectiveness of government operations;

WHEREAS, Section 12, Book V of the Administrative Code of 1987 mandates that personnel functions shall be decentralized, delegating the corresponding authority to the departments, offices and agencies where such function can be effectively exercised;

WHEREAS, there is an urgent need to strengthen the authority of all Heads of Departments, Agencies, Bureaus and Offices of the National Government, Local Government and Government-Owned and Controlled Corporations with Original Charters and State Colleges and Universities, to impose stricter rules relative to attendance and punctuality within their departments, agencies and bureaus;

WHEREFORE, the Commission hereby recognizes and affirms the authority of all Heads of Departments, Agencies, Bureaus and Offices of the National Government, Local Government and Government-Owned and Controlled Corporations with Original Charters and State Colleges and Universities, to promulgate their own internal rules and regulations on attendance and punctuality which will require their employees to incur less absences and tardiness than the frequency allowed under existing Civil Service rules and regulations. Violations of the rules issued by heads of offices shall constitute the offense of Violation of Reasonable Office Rules and Regulations, punishable with reprimand on the first offense, suspension for one (1) to thirty (30) days on the

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Adopted: 28 Jan. 1997

(SGD.) CORAZON ALMA G. DE LEON
Chairman

(SGD.) RAMON P. ERENETA, JR.
Commissioner

(SGD.) THELMA P. GAMINDE
Commissioner

Attested by:

(SGD.) CARMENCITA GISELLE E.B. BRINGAS
Board Secretary VI

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