

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

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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 revisions 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:

1st offense — Reprimand

2nd offense — Suspension for one (1) day to thirty (30) days

3rd 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.

Adopted: 7 Aug. 1998

(SGD.) ANDREW GONZALEZ, FSC
Secretary

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