

POLICY ON ATTENDANCE AND PUNCTUALITY

CSC MEMORANDUM CIRCULAR NO. 5, January 28, 1997

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/f8d76722a648/>

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 second offense, and dismissal on the third offense.

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

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.