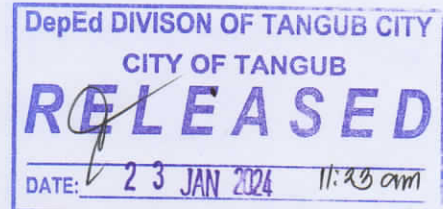




Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



Office of the Schools Division Superintendent

January 18, 2024

DIVISION MEMORANDUM

No. 94, s. 2024

To: Assistant Schools Division Superintendent
CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District In- Charge
Elementary and Secondary School Heads
Section/ Unit Heads
All Others Concerned
This Division

SUBJECT: REITERATION OF THE POLICY ON GOVERNMENT OFFICE HOURS; AND THE ADMINISTRATIVE OFFENSE OF FREQUENT UNAUTHORIZED ABSENCES (HABITUAL ABSENTEEISM), TARDINESS IN REPORTING FOR DUTY; AND LOAFING FROM DUTY DURING REGULAR OFFICE HOURS

1. Relative to the reference from Civil Service Commission dated January 31, 2017, this Office issued a memorandum on dissemination on MC No. 01, s.2017 titled: Reiteration of the Policy on Government Office Hours; and the Administrative Offense of Frequent Unauthorized Absences (Habitual Absenteeism), Tardiness in Reporting for Duty; and Loafing from Duty during Regular Office Hours.

2. The Constitution mandates that public offices and employees must always be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and lead modest lives. Part of this accountability is the observance of the prescribed office hours in a given working day.

3. The following policy on government office hours, including the administrative offenses and their corresponding penalties.

a.) On Government Office Hours, **Section 1 to 5, Rule XVII, Omnibus Rules Implementing Book V of executive Order No.292** provide:



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“SECTION 1. It shall be the duty of each head of department or agency to require all officers and employees under him to strictly observe the prescribed office hours.

“SECTION 4. Falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant.

SECTION 5. Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours of work a day for five days a week or a total of forty hours a week, eight o'clock in the morning to twelve noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays, and Holidays.

- b.) On Frequent Unauthorized Absences (Habitual Absenteeism), Tardiness in Reporting for Duty and Loafing from Duty during Regular Office Hours, **Section 22, Rule XIV, Omnibus Rules Implementing Book V of Executive Order No. 292** provides:

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An officer or employee in the civil service shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the Leave law for at least three (3) months in a semester or at least three (3) consecutive months during the year.

In case of a claim of ill-health, heads of departments or agencies are encouraged to verify the validity of such a claim, if not satisfied with the reason given, should disapprove the application for sick leave. On the other hand, in cases where an employee absents himself from work before approval of the application, said application should be disapproved.

In the discretion of the Head of any department, agency, or office, any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave.

4. Further, Section 46 (B) (5), Revised Rule on Administrative Cases in the Civil Service (RRACCS) provides that Frequent Unauthorized Absences (Habitual Absenteeism), tardiness in Reporting for Duty, and Loafing from Duty during Regular Office Hours are gave offenses punishable by suspension



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of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense.

5. On the other hand, under Section 46(F) (4), RRACCS, Frequent Unauthorized Tardiness (Habitual Tardiness) is a light offense punishable by reprimand for the first offense, suspension of one (1) to thirty (30) days for the second offense, and dismissal from the service for the third offense. It is committed when an official or employee incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (20 months in a semester or at least two (2) consecutive months during the year.

6. The classification of Habitual Tardiness as either a grave offense or a light offense would depend on the frequency or regularity of its commission and its effects on the government service.

7. Immediate dissemination and strict compliance with this Memorandum.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

NRL/drd/01-18-24

Incl: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES OFFICIALS POLICY OFFICE HOURS



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