



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

MEMORANDUM

2023-02-02

FROM : OIC – SCHOOLS DIVISION SUPERINTENDENT

TO : Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals
SDO Personnel
All Others Concerned

SUBJECT : REITERATION OF POLICIES ON HABITUAL TARDINESS,
UNDERTIME, LOAFING, UNAUTHORIZED AND HALF DAY
ABSENCES

DATE : February 10, 2023

1. This Office has been receiving reports that there are several division personnel and employees who are not observing the prescribed office hours resulting to habitual tardiness, loafing, undertime and half day absence.
2. These acts are detrimental to public service: Thus, this office would like to remind all personnel to observe the prescribed government office hours.
3. In connection thereto, this Office hereby reiterates Executive Orders (EO) and Civil Service Commission (CSC) policies on the following based on the Memorandum Circulars (MC) issued as follows:
 - 3.1 Section 5, Rule XVII of the Omnibus Rules Implementing Title I, Subtitle A, Book V of the Administrative Code of 1987 states that: *"Officers and employees of all department and agencies except those covered by special laws **SHALL RENDER NOT LESS THAN EIGHT HOURS (8 hrs.)** of work for five (5) days a week of forty hours a week, exclusive of time for lunch. **As a general rule, such hours shall be from eight o'clock in the morning (8:00 AM) to twelve noon (12:00 NN) and from one o'clock in the afternoon (1:00 PM) to five o'clock in the afternoon (5:00 PM) on all days except Saturdays, Sundays and Holidays.**"*
 - 3.2 Section 8, Rule XVIII of the Omnibus Implementing Title I, Subtitle A, Book V of the Administrative Code of 1987, as amended, provides that:



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3.2.1 **Habitual Absenteeism.** *This happens when the employee incurs unauthorized (read: no approved/official leave) absences for more than 2.5 days for at least 3 months in a single semester, or for three (3) consecutive months in a year;*

3.2.2 **Habitual Tardiness.** *This happens when the employee is tardy for at least ten (10) times in a month for two (2) months in a single semester; or 10 times in a month for two (2) consecutive months in a single year. Take note that, technically 8:01 AM is already considered tardy.*

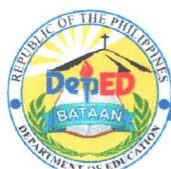
The **15-minute "grace period"** known and commonly practiced among government offices has **NO BASIS** in law or CSC regulation; and

3.2.3 **Loafing.** *An employee is guilty of loafing if he/she incurs frequent unauthorized absences from duty during office hours. A simple (yet very real) example of this is when a government employee does personal shopping at mall during office hours. Likewise, an official monitoring schools without an Authority to Travel is also considered a violation of loafing.*

3.3 **Under CSC MC 23, s. 1998, Tardiness** refers to the **failure of an employee to report for work or resume for work on time.** Any official or employee shall be considered habitually tardy if he/she incurs tardiness regardless of minutes per day, ten times a month for Two (2) consecutive months or Two (2) months in a semester during the year. He is subject to disciplinary action: 1st offense is reprimand, 2nd offense is suspension for 1 day to 30 days and 3rd offense is DISMISSAL.

3.4 **Civil Service Commission Memorandum Circular No. 16, s. 2010** promulgates the guidelines on **Undertime** which mentions that undertime is not classified **as tardiness**. It states that any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month or at least two months in a semester or at least two (2) consecutive months during the year shall be liable for a Simple Misconduct and/ or Conduct Prejudicial to the Best Interest of the Service, as the case maybe.

3.5 An employee who has incurred **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 shall be considered habitually absent. Those who incur habitual absence is subject six (6) months and one (1) day to one (1) year suspension on the first offense and Dismissal on the second offense.



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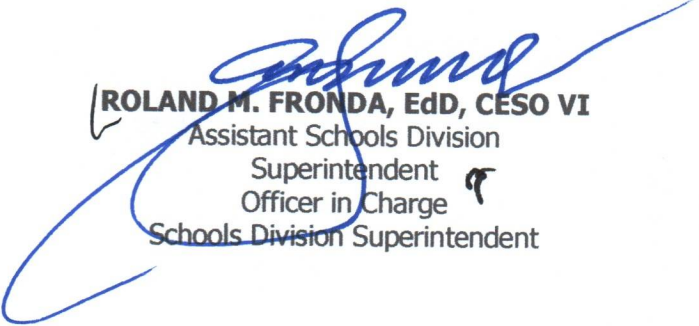


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There shall be no off-setting of tardiness or absences by working for an equivalent number of minutes or hours by which an officer or employee has been tardy or absent, beyond the regular working hours of the employees concerned.

3.6 **CSC MC No. 17, s. 2010** provides guidelines on Half Day Absence with conditions that any officer or employee who is absent in the morning is considered to be tardy and is subject to the provision on Habitual Tardiness and any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provision on Uvertime.

4. All personnel should be aware that a failure to comply with the aforementioned policies, including any arrangements which are put in place under it, will be investigated and may lead to disciplinary action being taken.
5. Chief Education Supervisors and Unit Heads are also directed to monitor compliance of personnel under their jurisdiction to the provisions of this Memo and submit reports to the Administrative Officer V.
6. Strict compliance of this Memorandum is desired.


ROLAND M. FRONDA, EdD, CESO VI
Assistant Schools Division
Superintendent
Officer in Charge
Schools Division Superintendent

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