



CSC MC No. 17, s. 2010

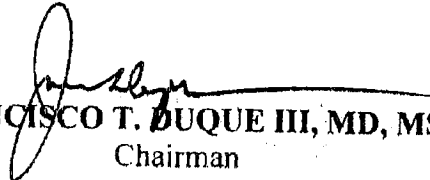
MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS,
OFFICES AND AGENCIES OF THE NATIONAL
AND LOCAL GOVERNMENTS, INCLUDING
STATE UNIVERSITIES AND COLLEGES AND
GOVERNMENT-OWNED AND CONTROLLED
CORPORATIONS WITH ORIGINAL CHARTER

SUBJECT : Policy on Half Day Absence

Pursuant to **CSC Resolution No. 10-1358** dated July 6, 2010, the Commission resolves to promulgate the following guidelines on Half Day Absence, as follows:

1. Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions on Habitual Tardiness; and
2. Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime.


FRANCISCO T. DUQUE III, MD, MSc
Chairman



Re: Policy on Half Day Absence
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RESOLUTION NO. 101358

WHEREAS, Section 1, Article XI of the 1987 Constitution, states that "Public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and justice, and lead modest lives";

WHEREAS, part of such accountability, responsibility and efficiency of public officers and employees is the observance of the prescribed eight-hour work schedule in a given working day or 40-hour work per week;

WHEREAS, being absent for half a day results in failure of an officer or employee to observe the eight-hour work in a day;

WHEREAS, in the case of Yadao-Guno, Carmelita P. (CSC Resolution No. 00-0970 dated April 7, 2000), the Commission ruled that "half-day absence is incurred when an officer or employee does not report for work either for the whole morning or the whole afternoon";

WHEREAS, the Civil Service Law, Rules and Regulations are silent as to what constitute half day absence;

WHEREAS, there is a need to define how an officer or employee may be held administratively liable for his/her half day absences;

NOW, THEREFORE, the Civil Service Commission, being the central human resource institution of the government, resolves to promulgate the following guidelines on Half Day Absence, as follows:

1. Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions on Habitual Tardiness; and
2. Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime.

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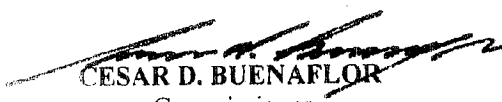
[Signature]
SEYMOUR PAJARES
Chief Personnel Specialist
Commanding Representative & Liaison Officer

RESOLVED FURTHER, that these guidelines shall be prospective in application and shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Quezon City.

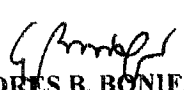
06 JUL 2010


FRANCISCO T. DUQUE III
Chairman



CESAR D. BUENAFLOR
Commissioner


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

ACR/RY47/mpr/10-usb
CSC Policy Reso on Half Day

Certified True Copy:

SEYMOUR R. FAJARES
Chief Personnel Specialist
Commission Secretariat and Liaison Office