

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

February 25, 1991

DECS O R D E R
No. 18, s. 1991

POLICY ON ABSENTEEISM AND TARDINESS

To: Undersecretaries
Assistant Secretaries
Bureau Directors/Cultural Agency Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. Inclosed is a copy of Memorandum Circular No. 4 dated January 22, 1991 of the Civil Service Commission promulgating guidelines and rules on absenteeism and tardiness.
2. Attention is invited to the penultimate paragraph of said Memorandum Circular requiring the submission of reports on punctuality and attendance of all employees to the Personnel Officer/Administrative Officer of offices/bureaus concerned not later than two (2) weeks after the end of every semester (June and December).
3. It is desired that this Order be immediately disseminated to all officials, teachers, and employees for their information and guidance.
4. For strict compliance.

(SGD.) ISIDRO D. CARINO
Secretary

Incl.:
As stated

Reference: Office Order dated January 22, 1990

Allotment: 1-2-0--(M.D. 1-87)

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

- | | |
|---------------------|-----------------------|
| ✓ BUREAUS & OFFICES | ✓ REPORTS |
| ✓ EMPLOYEES | ✓ RULES & REGULATIONS |
| ✓ OFFICIALS | ✓ TEACHERS |
| ✓ POLICY | |

(Inclosure to DECS Order No. 18, s. 1991)

Republic of the Philippines

CIVIL SERVICE COMMISSION



FEB 13 1991

MC No. 04, s. 1991

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARACTERS

SUBJECT: Policy on Absenteeism and Tardiness

The Civil Service Commission, pursuant to its mandate as the central personnel agency of the government, hereby promulgates the following guidelines and rules on absenteeism and tardiness:

A. HABITUAL ABSENTEEISM

1. 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;
2. In case of claim of ill health, heads of department or agencies are encouraged to verify the validity of such claim and, if not satisfied with the reason given, should disapprove the application for sick leave. On the other hand, cases of employees who absent themselves from work before approval of their application should be disapproved outright; and,
3. 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. Those found violating the leave laws, rules or regulations shall be dealt with accordingly by filing appropriate administrative cases against them.

B. HABITUAL TARDINESS

Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least (2) months in a semester or at least two (2) consecutive months during the year.

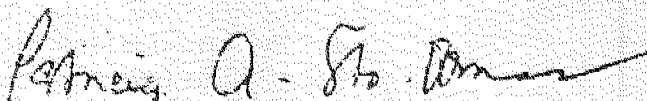
C. SANCTIONS

1. The following sanctions shall be imposed for violation of the above guidelines:

- a) for the first violation, the employee, after due proceedings, shall be meted the penalty of 6 months and 1 day to 1 year suspension without pay;
- b) for the second violation, and after due proceedings, he shall be dismissed from service.

Reports on punctuality and attendance of all employees should be submitted to the Personnel Office or Administrative Officer of every department or agency not later than two (2) weeks after the end of every semester (June and December).

Heads of Department or Agencies shall oversee the strict implementation of this Circular and may prescribe their own internal rules and regulations in the use of Bundy clock, logbook, pass slip and/or application for leave of absence.


PATRICIA A. STO. TOMAS
Chairman

January 22, 1991
OLA/EIF/16-L/fbc

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

February 25, 1991

DECS O R D E R
No. 17, s. 1991

REVISED COMPOSITION OF THE SECONDARY EDUCATION DEVELOPMENT
PROGRAM COUNCIL (SEDPC)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators

1. In view of some changes in the DECS organizational set-up, the composition of the Secondary Education Development Program Council (SEDPC), stipulated in Loan Agreement 898 PHI (SF) Schedule 6 and in DECS Order No. 26, s. 1988, is hereby revised as follows:

Chairman - DECS Secretary or his/her representative

Voting Members:

- a. Undersecretary for Programs and Projects and Foreign Assisted Projects
- b. Undersecretary for Finance and Administration
- c. Assistant Secretary for Planning
- d. Director of the Bureau of Secondary Education
- e. General Manager of the Instructional Materials Corporation (IMC)
- f. Three Regional Directors (one each representing Luzon, Visayas, and Mindanao) to be chosen by and among themselves.

2. The following will be ex-officio non-voting members who will be called upon from time to time as necessary: (a) representative from FAPE, (b) representative from NEDA, and (c) representative from DBM.

3. The Council shall be responsible for policies relating to the implementation of secondary education programs and the formulation of guidelines on project implementation.

4. The Project Management Unit (PMU) is responsible for the day-to-day management and coordination of SEDP in accordance with the provisions of loan and grant agreements and existing DECS-EDPITAF organizational and operating policies. The PMU shall also act as the secretariat to the SEDPC.

5. A close collaboration of the BSE and the PMU should be observed to insure the smooth implementation of SEDP projects.

6. DECS Order No. 26, s. 1988, and other regulations not consistent with this Order are hereby superseded.

(SGD.) ISIDRO D. CARINO
Secretary

References:

DECS Order: (No. 26, s. 1988)

Allotment: 1-2-3-4--(M.O. 1-87)

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

- ✓ AMENDMENT
- ✓ BUREAUS & OFFICES
- ✓ CHANGES
- ✓ COMMITTEES
- ✓ COUNCIL
- ✓ Course of Study, COLLEGIATE