



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

February 16, 2026

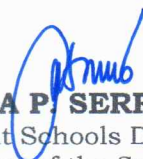
DIVISION MEMORANDUM

No. 089, s. 2026

POLICY ON HALF DAY ABSENCE

TO : Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 Public Elementary and Secondary School Heads
 Division Personnel
 This Division

1. Pursuant to Civil Service Commission Memorandum Circular No. 17, s. 2010, "Any officer or employee who is absent in the morning is considered to be tardy and is subject to provisions on Habitual Tardiness and any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime."
2. Omnibus Rules on Leave of Civil Service Commission MC No. 41, s. 1998 states the following:
 - a. Section No. 34; "Tardiness and undertime are deducted from vacation leave credits and shall be not charged against sick leave credits, unless the undertime is for health reasons supported by medical certificate and application for leave."
 - b. Section No. 51 "Application for vacation leave of absence for one full day or more shall be submitted on the prescribed form for action by the proper head of agency five (5) days in advance."
 - c. Section No. 53 "Application for sick leave of absence for one full day or more shall be submitted on the prescribed form and shall be filed immediately upon employee's return from such leave."
3. In this connection, filing of Form 6 for half-day absence is not applicable, as a leave of absence must be availed of for a whole day. For teaching personnel, tardiness and undertime shall be deducted from the salary and not from the service credits. For non-teaching personnel, however, such tardiness and undertime shall be deducted from their leave credits.
4. Wide dissemination of and immediate compliance with this Memorandum are hereby directed.


LORENA P. SERRANO, CESO VI
 Assistant Schools Division Superintendent
 OIC-Office of the Schools Division Superintendent



CSC MC No. 17, s. 2010

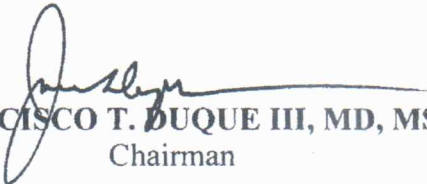
MEMORANDUM CIRCULAR

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

06 AUG 2010

AGR/Y47 (d16)/mpm10-usb
MC Policy on Undertime

* CSC Res. No. 10-1358 was published in the Philippine Daily Inquirer on July 28, 2010.



Re: Policy on Half Day Absence

X-----X

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:

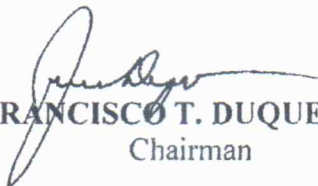
1. Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions on Habitual Tardiness; and
2. Any officer or employee who is absent in the afternoon is considered to have incurred undertime. subject to the provisions on Undertime.

Certified True Copy:

[Signature]
SEYMOUR R. PAJARES
Chief Personnel Specialist
Commissioner, Department of Labor Office

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**

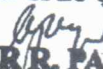

FRANCISCO T. DUQUE III
Chairman


CESAR D. BUENAFLOR
Commissioner


MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

Certified True Copy:

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

Republic of the Philippines
CIVIL SERVICE COMMISSION



MC NO. 23, s. 1998

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS
AND AGENCIES OF THE NATIONAL
AND LOCAL GOVERNMENT, INCLUDING
GOVERNMENT-OWNED AND/OR CONTROLLED
CORPORATIONS AND STATE
UNIVERSITIES AND COLLEGES

SUBJECT : REPRIMAND AS THE PENALTY FOR FIRST
OFFENSE IN HABITUAL TARDINESS

Pursuant to Resolution No. 98-1395 dated
June 8, 1998, the offense of habitual tardiness has
been reclassified as light offense. Hence, the
corresponding imposable penalty for the violation thereof
has been revised.

For this purpose, Rule XIV, Section 22 (q) on grave
offenses and (c) on light offenses of the Omnibus Rules
Implementing Book V of the 1987 Administrative Code and
Other Pertinent Civil Service Laws are hereby amended to
read as follows:

X X X

(q) *Frequent unauthorized absences, loafing or
frequent unauthorized absences from duty
during regular office hours.*

*1st offense - suspension for six (6) months
and one (1) day to one (1)
year*

2nd offense - DISMISSAL

*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 claim of ill-health, heads of
departments or agencies are encouraged to verify
the validity of such claim and, if not satisfied
with the reasons 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.

x x x

The following are light offenses with their corresponding penalties:

x x x

(c) Violation of reasonable office rules and regulations which shall include Habitual Tardiness

1st offense	-	Reprimand
2nd offense	-	Suspension for one (1) day to thirty (30) days
3rd offense	-	Dismissal

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 two (2) months in a semester or at least two (2) consecutive months during the year.


CORAZON ALMA G. DE LEON
Chairman

15 June 1998

OLA/AGG/P18(#2)/cheating/mjp

Republic of the Philippines
CIVIL SERVICE COMMISSION



RESOLUTION NO. 981395

WHEREAS, Section 3 of Article IX-B of the 1987 Constitution provides that the Civil Service Commission, as the central personnel agency of the Government, shall establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness and courtesy in the civil service;

WHEREAS, Section 12(3), Title (A), Book V of the Administrative Code of 1987 empowers the Civil Service Commission to promulgate policies, standards and guidelines for the Civil Service and adopt plans and programs to promote economical, efficient and effective personnel administration in the government;

WHEREAS, there is a need for the Commission to amend its existing policy on tardiness by reclassifying it as Light Offense with the corresponding penalty;

WHEREFORE, foregoing premises considered, Section 22 (q) on grave offenses and (c) on light offenses of the Omnibus Rules Implementing Book V of the 1987 Administrative Code and Other Pertinent Civil Service Laws are hereby amended to read as follows:

X X X

(q) *Frequent unauthorized absences, loafing or frequent unauthorized absences from duty during regular office hours.*

1st offense - suspension for six (6) months and one (1) day to one (1) year

2nd offense - DISMISSAL

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 claim of ill-health, heads of departments or agencies are encouraged to verify the validity of such claim and, if not satisfied with the reasons 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.

x x x

The following are light offenses with their corresponding penalties:

x x x

(c) Violation of reasonable office rules and regulations which shall include Habitual Tardiness


1st offense	-	Reprimand
2nd offense	-	Suspension for one (1) day to thirty (30) days
3rd offense	-	Dismissal

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 two (2) months in a semester or at least two (2) consecutive months during the year.

This resolution shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Quezon City, JUN 08 1998


CORAZON ALMA G. DE LEON
Chairman


THELMA P. GAMINDE
Commissioner


JOSE F. ERESTAIN, JR.
Commissioner

Attested by:


ARIEL G. RONQUILLO
Director III