

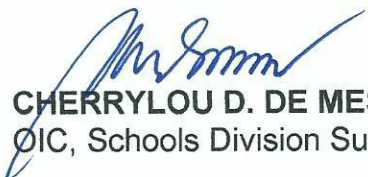



Republic of the Philippines
Department of Education
Region IV-A (CALABARZON)
DIVISION OF CAVITE
Trece Martires City



OFFICE MEMORANDUM

TO: Assistant Schools Division Superintendent
OIC, Office of the Assistant Schools Division Superintendent
Chief, CID and OIC Chief, SGOD
Education Program Supervisors
Public Schools District Supervisors
SDO Personnel
All Concerned

FROM: 
CHERRYLOU D. DE MESA
OIC, Schools Division Superintendent 

SUBJECT: **UPDATES AND REITERATIONS OF ADMINISTRATIVE RULES AND REGULATIONS**

DATE: January 28, 2016

In view of our Office's bid for International Organization for Standardization (ISO) Certification this year and of the policies released by the Civil Service Commission, this Office reiterates some of the administrative rules and regulations that shall be strictly followed by all the Schools Division Office teaching and non-teaching personnel.

1. Policy on Filling of Leave:

This is in reference with the updated leave privileges for government workers under Civil Service Commission Omnibus Rules Implementing Book V of Executive Order No. 292.

Leave of absence is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law.

A government employee is entitled to the following leave privileges for their continuous service in the government, enable them to rest and recuperate as well as to regain vigor and energy (CSC HRM in the Civil Service):

- Maternity leave
- Paternity leave
- Special Leave Privileges
- Forces/Mandatory Leave
- Rehabilitation Leave
- Study Leave
- Parental leave to Solo Parent
- 10 days leave (Anti Violence against women and their children Act of 2004)
- Vacation Leave
- Sick Leave

Relative to this, it is being reminded that the above mentioned leave privileges shall be filed 1 to 2 days prior to the target date of leave except sick leave which has to be filed immediately after the reinstatement to duty. Moreover, plans for long leave such as 7 days and above shall be filed 1 to 2 weeks prior to its effectivity.

This is also to reiterate CSC MC 23 s., 1998 which states that:

"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.

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 offence."

2. Request for Locator Slip

Employees who need to leave the Office during Office hours must file locator slip to be approved by immediate supervisor and given to the front desk officer.

3. Request for Travel Authority

All employees who shall leave their post shall submit travel authority for approval. The said authority shall be requested to the Office of the Schools Division Superintendent the day before the official travel (within Region IV-A) unless for urgent cases from higher offices.

However, it is reiterated that travel authorities, especially those that need the approval of the Secretary of Education, should be submitted to the Regional Office at least two (2) weeks before the actual travel, otherwise, the same shall be returned without action (Regional Memo dated February 10, 2014). For travel abroad, minimum of two months processing period shall be allotted.

All requested travel authority shall be supported by Memorandum for reference.

4. Submission of Daily Time Log

With reference to the use of Radio Frequency Identification Device (RFID), the Administrative Office through the Human Resource Management Officer will monitor and evaluate the attendance of each personnel in the division.

Every first working day of the succeeding month, the Information Technology Officer will print the Daily Time Log (DTL) of each personnel. The employees will submit the fully accomplished attendance every 5th of the month.

For days that the employee is on official travel or leave, they shall complete the printed daily time log by indicating the details of travel. This includes purpose and the place of their travel countersigned by their immediate supervisor for each item.

Widest dissemination of the Memorandum is highly desired.