



2023-70251

Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
MAY 17 2023  
DATE: 17 2023  
By: [Signature] me: 4:44

**Division Memorandum**

No. 179,s 2023

To: Assistant Schools Division Superintendents  
Division Chiefs and Unit Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

FROM:   
**CHERRY MAE LIMBACO-REYES**  
Schools Division Superintendent

DATE: May 17, 2023

SUBJECT: **REITERATION OF CIVIL SERVICE POLICIES, GUIDELINES, AND STANDARDS**

1. This is to reiterate to all concerned personnel of the Civil Service Policies, Guidelines and Standards that should be always followed as a public servant are listed below as follows:

**ATTENDANCE**

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

b. **Habitual Tardiness** 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, (Section 8, Rule XVIII of the Omnibus Implementing Title I, Subtitle A, Book V of the Administrative Code of 1987). Further, tardiness is defined under CSC MC 23, s. 1998 as a failure of an employee to report for work or resume on time. Any official or employee shall



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City  
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246  
Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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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.

c. **Loafing** is strictly discouraged and deemed inappropriate for all government employees. Example of this is when an employee does personal shopping at the mall during office hours.

2. For strict compliance

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Records file  
AO file



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Email Address: [malaybalay.city@deped.gov.ph](mailto:malaybalay.city@deped.gov.ph)



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