



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

23 Sep 2026

SCHOOL MEMORANDUM

No. **260**, s. 2026

REITERATION AND STRINGENT IMPLEMENTATION OF EXISTING CIVIL SERVICE COMMISSION'S POLICIES ON TARDINESS AND ABSENTEEISM

To: OIC-Assistant Principals for Academics
All Teaching Personnel
All Non-Teaching Personnel
All Others Concerned

1. Memorandum Circular No. 04, Series 1991 of the Civil Service Commission, clearly states the following:

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 credits** 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 claims of ill health, heads of departments 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 the employees who are supposed to be on sick leave. Those who found violating the leave laws, rules



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Doc. Ref. Code	QMS-REC-F01	Rev	02
Effectivity	09.15.21	Page	1 of 2

or regulations shall be dealt with accordingly by filing appropriate administrative cases against them.

B. Habitual Tardiness

Any employees shall be considered habitual 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.**

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.

2. While sanctions on the proceeding item remains applicable for absenteeism, the Civil Service Commission issued Memorandum Circular No. 23, s. 1998 which lowered the sanctions for tardiness as it was deemed as lighter offense than the latter. The following sanctions were revised as follows;
 - a. 1st offense is REPRIMAND;
 - b. 2nd offense is SUSPENSION for 1 day to 30 days; and
 - c. 3rd offense is DISMISSAL.
3. In the reiteration and strict implementation of the said issuance, the school community is hereby informed of the issuance of correspondence to concerned school personnel upon generating the monthly attendance report from the date of release of this Memorandum.
4. Immediate and wide dissemination of this Memorandum is directed.


JEFFREY D. PENALES
School Principal I