



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 118-2010

TO : All Judges and Personnel of the Lower Courts

SUBJECT : Policy on Undertime and Half Day Absence

For the information and guidance of all concerned, quoted hereunder is the pertinent portion of Civil Service Commission (CSC) Memorandum Circular No. 16, s. 2010, to wit:

“Pursuant to CSC Resolution No. 10-1357 dated July 6, 2010, the Commission resolves that undertime is not classified as tardiness. However, due to the inimical effect of undertime to public service, which cannot be countenanced, the following guidelines on Undertime is hereby promulgated, as follows:

1. Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two months in a semester shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be; and
2. Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) consecutive months during the year shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be.”

Likewise, quoted hereunder is Civil Service Commission Memorandum Circular No. 17, s. 2010, to wit:

“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.”

The Civil Service Commission further resolved that these guidelines shall be prospective in application and shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

CSC Resolution Nos. 10-1357 and 10-1358 were published in the Philippine Daily Inquirer on July 28, 2010.

September 3 , 2010.


JOSE MIDAS P. MARQUEZ
Court Administrator

cc.: all concerned.