



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
DIVISION OF CITY SCHOOLS
City of San Jose del Monte



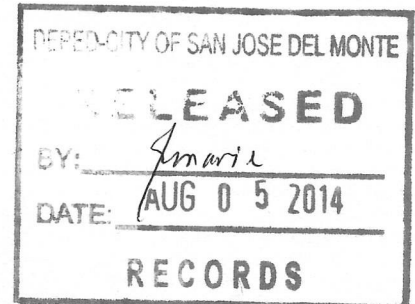
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July 31, 2014

DIVISION MEMORANDUM

No. 125 S. 2014

To: Education Program Supervisors
Division Office Unit Heads
Public Schools District Supervisors
Public Secondary/Elementary School Principals/OICs



Strict Observance of and Compliance with Civil Service Laws and Rules of all Government Employees

1. This Office reiterates the Strict Observance of and compliance with Civil Service Laws of all employees, this City Division.
2. All government employees should strictly observe the civil service laws as follows:

a. Office Hours

1. Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight (8) hours of work a day for five days a week or a total of forty (40) hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight (8) o'clock in the morning to twelve (12) o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays and Holidays. (CSC Rule XVII Sec.5,p.112)
2. Those who opted the flexible time from 9:00a.m. to 6:00p.m. or 7:00am to 4:00pm shall strictly follow the eight- hour working time exclusive of one hour lunch break.
3. Employees are also required to have a daily AM out and PM in using the bundy clock while those who are 'in the field' like monitoring or attending seminars shall be allowed to complete their daily time record provided such activity is supported by a travel order.
4. Employees who have incurred tardiness and undertime regardless of the number of minutes per day, ten (10) times a month for at least two (2) consecutive months during the year or for at least two (2) months in a semester shall be subject to disciplinary action (CSC Rule XVII Sec.8, p.113)

5. Off-setting of tardiness or absences by working for an equivalent number of minutes or hours by which an employee has been tardy or absent , beyond the regular or approved working hours of the employee's concerned shall not be allowed. (CSC Rule XVII Sec.9, p.113)

b. Leave of Absence

1. Special Leave Privileges

- a. All employees except teachers and those covered by special leave laws are granted with Special Leave Privileges in addition to the vacation, sick, maternity and paternity leave.(CSC Rule XVI Sec.21, p.93) These privileges are subject to the conditions as follows:
 1. Personal milestones such as birthday/wedding/wedding anniversary celebrations and other similar milestones, including death anniversaries.
 2. Parental Obligations such as attendance in school programs, PTA meetings, graduations, first communion, medical needs among others, where a child of a government employee is involved.
 3. Filial obligations to cover the employee's moral obligation toward his parents and siblings for their medical and social needs.
 4. Domestic emergencies such as urgent repairs needed at home, sudden absence of a yaya or maid.
 5. Personal Transactions to cover the entire range of transactions an employee does with government and private offices such as paying taxes, court appearances, arranging a housing loan, etc.
 6. Calamity, accident hospitalization leave pertain to force majeure events that affect the life, limb and property of the employee or his immediate family.
- b. An employee can still avail of his birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or holiday, either before the occasion or after the occasion.
- c. Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.
- d. Each employee shall receive three-day special privilege leave for a given year or one special privilege leave for three days (3) days or a combination of any of the leaves for maximum of three days in a given year. However, these special privilege leaves are non-cumulative and strictly non-convertible to cash.

2. Monetization of leave credits

- a. All employees except teachers whether permanent, temporary, casual or coterminous who have accumulated fifteen (15) days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days provided that at least five (5) days is retained after monetization and provided further, that a maximum of thirty (30) days may be monetized in a given year.(CSC Rule XVI Sec.22, p.94)

3. Five days forced /mandatory leave

- a. All employees with ten (10) days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually.(CSC Rule XVI Sec.25 ,p.96)

4. Deduction of tardiness and undertime from vacation leave credits

- a. All employees shall be informed that tardiness and undertime are deducted from vacation leave credits and shall not be charged against sick leave credits unless the undertime is for health reasons supported by medical certificate and application for leave (CSC Rule XVI Sec.34, p.102)


5. Application for vacation leave

- a. All employees shall submit applications for vacation leave of absence for one (1) full day or more on the prescribed form for action by the head of agency five (5) days in advance, whenever possible, of the effective date of such leave.(CSC Rule XVI Sec.51,p.106)

6. Rehabilitation leave for job-related injuries

- a. Employees may apply for leave of absence on account of wounds or injuries incurred in the performance of duty extending beyond the available leave credits of the employee concerned supported by medical certificate and evidence showing that the wounds or injuries are incurred in the performance of duty.(CSC Rule XVI Sec.55, p.107)

3. For information, reference and strict compliance of all concerned.


ESTELITA G. PINEDA CESOSA
Schools Division Superintendent