



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF CUSTOMS  
MANILA

July 14, 1992

CUSTOMS MEMORANDUM ORDER  
No. 79-92

Subject: Frequent unauthorized absences or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours.

It has come to the attention of the Commissioner that some Customs employees have formed the pernicious habit of going on frequent unauthorized absences or tardiness in reporting for duty, loafing or frequent unauthorized absences from duty during regular office hours. This conduct is prejudicial to the interest of the service, and is in violation of Section 23 (q) of Rule XIV (Discipline) of the Civil Service Law and Rules.

For the information of those concerned, 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 credit under the Leave Law for at least three (3) months in a semester or at least two consecutive months during the year.

For violation of Section 23 (q) of Civil Service Rule XIV, the penalties are: for the first offense - Suspension for six (6) months and one (1) day to one (1) year and for the second offense - Dismissal.

To insure regular attendance of Customs employees in the different offices of this Bureau, it is hereby directed that Collectors of Customs, Chiefs of Services, Divisions, and other Units, should assign a specific employee in their respective offices whose duty, in addition to his regular duties, is to check and record the attendance, leave and tardiness of employees.

Report of frequent unauthorized absences and tardiness as defined in Section 23 (q) mentioned above should be submitted to the Administration Office, Office of the Commissioner of Customs for proper administrative action.

All concerned shall be guided accordingly.

  
VICENTE A. FERIA, JR.  
Deputy Commissioner  
Internal Administration Group