

2019-10-018



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MEMORANDUM

TO : ALL DEPUTY COMMISSIONERS
ALL SERVICE DIRECTORS
ALL DISTRICT COLLECTORS
ALL DIVISION/UNIT CHIEFS
ALL OTHER EMPLOYEES

Attention: All Deputy Collectors for Administration/
All Chiefs, Administrative Division

FROM : REY LEONARDO B. GUERRERO
Commissioner



BOC-03-03201

OCT 16 2019

SUBJECT : REITERATION OF SECTION 63, RULE XVI OF THE
OMNIBUS RULES ON LEAVE

DATE : 11 October 2019

- 1.0 This is to remind all concerned employees to strictly observe the provisions under Section 63 Rule XVI of the Omnibus Rules on Leave as amended by Civil Service Commission (CSC) Memorandum Circular No. 13, series of 2007, which states:

"Section 63. Effect of absences without approved leave. –An official or employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than thirty (30) days 3x in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified. (emphasis supplied)

"If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work Order shall be served to him at his last known address on record. Failure on his part to report for work within the period stated in the Order shall be a valid ground to drop him from the rolls."

- 2.0 In view of the foregoing, the Chief of the Human Resource Management Division (HRMD), Chiefs of Administrative Divisions/Units and those in-charge of attendance and leave records, are hereby directed to diligently review the attendance and leave applications of employees under their jurisdiction.

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- 3.0 If an employee has incurred twenty (20) days of absence without approved leave, a Return-to-Work Order (Annex A) shall be served to him by the concerned Chief, Administrative Division/Unit at his last known address on record, copy furnished the HRMD. Failure on his part to report for work within the period stated in the Order shall be a valid ground to drop him from the rolls. The employee's non-compliance to the said Order shall be communicated to the HRMD, through an endorsement signed by the District Collector.
- 4.0 The HRMD, upon receipt of said report, shall prepare Notice of Dropping from the Rolls (NDR) addressed to the subject employee, to be signed by the Commissioner.
- 5.0 For employees under the Office of the Commissioner, attached Groups and ad hoc offices, the HRMD shall prepare the Return-to-Work Order copy furnished the concerned Deputy Commissioner or head of office.
- 6.0 The Enforcement and Security Service and Customs Intelligence and Investigation Service, having their respective Administrative and Support Unit/Personnel Unit, item 3.0 of this Memorandum shall apply, with the concerned Deputy Commissioner as the signatory of the endorsement.
- 7.0 For guidance and strict compliance.

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At
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Annex A

RETURN TO WORK ORDER

Date

NAME OF EMPLOYEE

Residential Address
per Record

Dear Mr./Ms. _____:

Records show that you have been absent from work without approved leave from (indicate start date of absence) up to this day or a total of twenty (20) working days. In this regard, we would like to remind you of Section 63 Rule VI of the Omnibus Rules on Leave as amended by CSC Memorandum Circular No. 13, series of 2007 which states:

"Section 63. Effect of absences without approved leave. –An official or employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than thirty (30) days 3x in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified. (emphasis supplied)

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Therefore, you are hereby **directed to return to work** on or before (date of 30th day of absence). Otherwise, you shall be considered separated from the service or **dropped from the rolls** effective (date of 31st day of absence).

Very truly yours,

Chief,
Administrative Division/Unit
Port/Office

Copy furnished:

DEPUTY COLLECTOR FOR ADMINISTRATION
Port

DISTRICT COLLECTOR
Port

CHIEF, HRMD