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Office of the President

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MEMORANDUM CIRCULAR NO. 68

Series of 2007

T O: All VSU Faculty and Staff

R E: Habitual Tardiness

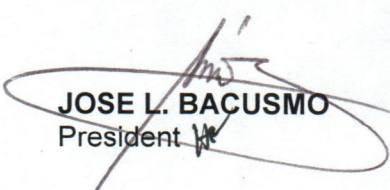
During the latest audit of the Civil Service Commission, log book, leave cards, Monthly Report on Punctuality and Attendance and CSR-DTR's for Calendar Year 2006-2007 were scrutinized by the Audit Team. It was revealed that many employees have incurred several tardiness. Pursuant to CSC MC No. 23, S. 1998, which reads **"any employee shall be considered habitually 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."** Based on CSC findings, it was recommended that the Administration institute disciplinary action against these employees pursuant to CSC MC 19, s. 1999. Frequent unauthorized tardiness is classified as light offense with the following penalty:

1st offense	-	Reprimand
2nd offense	-	Suspension 1-30 days
3rd offense	-	Dismissal

After the audit, the Administration requested for a reconsideration before finally complying with their recommendation.

Hence, everybody is requested to avoid incurring undertime for more than the allowable number of times so as not to be penalized for this offense which will be strictly implemented next year.

For your guidance and compliance.


JOSE L. BACUSMO
President