

VISAYAS STATE COLLEGE OF AGRICULTURE

Baybay, Leyte, Philippines

Office of the President



19 June 2000

MEMORANDUM CIRCULAR NO. 40
Series of 2000

T O: All Concerned

R E: Absence Without Leave (AWOL)

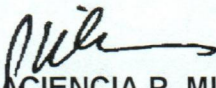
The attention of this office has been called regarding some employees who go on leave (vacation/special leave privilege/forced/mandatory) without filing appropriate leave form before going on leave and/or sick leave without filing the same after enjoying such leave.

This is to reiterate Rules XVI, Sec. 50 on Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Rules which states as follows:

"An employee who is absent without approved leave shall not be entitled to receive his/her salary corresponding to the period of his unauthorized leave of absence"

In this connection, the department/center/unit heads are therefore requested to strictly monitor their employees' absences and act on them accordingly particularly when employees have become delinquent and habitually remiss of filing appropriate leave or without giving due notice to the center/office head. In case an employee was AWOL, record the circumstance(s) and call the attention of the same and require him/her to explain within seventy two (72) hours the reason for such action. The head shall see to it that absence without leave must be reflected in the employee's DTR/CSR to ensure that appropriate deduction of salary is made on the period specified.

For strict compliance.


PACIENCIA P. MILAN
President

cc: OP
HRMDO
Security Office
Records