



MC No. 13, s. 2007

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS; BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT
UNITS; GOVERNMENT-OWNED AND CONTROLLED
CORPORATIONS WITH ORIGINAL CHARTER; AND
STATE UNIVERSITIES AND COLLEGES

SUBJECT : Amendment to Section 63, Rule XVI of the Omnibus
Rules on Leave, CSC Memorandum Circular Nos. 41
and 14, Series of 1998 and 1999, Respectively

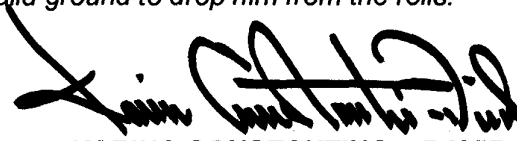
Section 63, Rule XVI of the Omnibus Rule on Leave (CSC MC Nos. 41 and 14, s. 1998 and 1999, respectively) provides that an official/employee can be dropped from the rolls "only" if he/she incurs 30 working days of continued absence without official leave. However, there are instances wherein officials/employees knowingly circumvent the rule by reporting back to work for brief periods after incurring prolonged unauthorized absences just to break the continuity of their non-attendance.

In order to curb such practice, to promote efficiency and effective personnel administration in government and to obviate any prejudice to the service, the Civil Service Commission, pursuant to CSC Resolution No. 07-0631 dated April 10, 2007* hereby amends the abovementioned rule to read as follows:

*"Sec. 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 working (30) days 3x in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified.***

* Published in the Manila Times on May 20, 2007.

"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."



KARINA CONSTANTINO – DAVID
Chairman

July 25, 2007



Mamamayan Muna

Amendment to Section 63, Rule XVI of the Omnibus Rules on Leave (CSC MC No. 41 and 14, series of 1998 and 1999, respectively)

X-----X

RESOLUTION NO. 070631

WHEREAS, Section 63, Rule XVI of the Omnibus Rules on Leave (CSC MC Nos. 41 and 14, series of 1998 and 1999, respectively) provides that an official/employee can be dropped from the rolls '*only*' if he/she incurs 30 working days of continued absence without official leave;

WHEREAS, there are instances where an official/employee who, after being on a prolonged absence, reports back to duty for a brief period only to break the continuity of their absences to evade the rule on dropping from the rolls and repeats the same scheme all over again, thus committing a clear circumvention of the rule;

WHEREAS, there is a need to curb the aforementioned scheme as the same defeats the purpose of the rule on dropping from the rolls;

NOW THEREFORE, foregoing premises considered, the Commission hereby resolves to amend *Section 63, Rule XVI of the Omnibus Rules on Leave (CSC MC Nos. 41 and 14, series of 1998 and 1999, respectively)* to read, as follows:

"Sec. 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 working (30) days 3x in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified.

Certified True Copy:

JUSTINA O. AMPÉR
Supervising Personnel Specialist
Commission Secretariat and Liaison Office
Civil Service Commission

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Quezon City, **APR 10 2007**



KARINA CONSTANTINO-DAVID
Chairman



CESAR D. BUENAFLOR
Commissioner



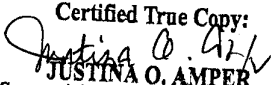
MARY ANN FERNANDEZ-MENDOZA
Commissioner

Attested by:



JUDITH D. CHICANO
Director IV
Commission Secretariat and Liaison Office

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Certified True Copy:

JUSTINA O. AMPER
Supervising Personnel Specialist
Commission Secretariat and Liaison Office
Civil Service Commission