



**Republic of the Philippines**  
**City Government of Puerto Princesa**  
**HUMAN RESOURCE MANAGEMENT OFFICE**  
*New City Hall, Sta. Monica, Puerto Princesa City 5300 Philippines*  
*Tel No: (6348) 433-2766*



December 20, 2012

**Hon. Edward S. Hagedorn**

City Mayor II  
Puerto Princesa City

Sir/Madam:

Please be informed that per records in this Office, it has been observed that Four of your employees has incurred the following tardiness and undertime, viz:

Name	Jan		Feb		March		Apr		May		Jun	
	Tardy	UT	Tardy	UT	Tardy	UT	Tardy	UT	Tardy	UT	Tardy	UT
Genelyn Abad Azada							9	19	3	15	2	19
Sonny Villarosa Villamor								11	4	11	3	16
Rose Aileen Tumimbang San Luis							9		13		13	
Lydia Misajon Molina							12	2	6	4	10	1

Section 8, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292, states that:

'Officers and employees who have incurred tardiness and undertime, regardless of the number of minutes per day, ten (10) times a month for at least two (2) consecutive months during the year or for at least two (2) months in a semester shall be subject to disciplinary action.'

Violation of the said rule carries the following penalties:

1. First Offense - Reprimand;
2. Second Offense - Suspension for one (1) day to thirty (30) days; and
3. Third Offense - Dismissal.

In view hereof, may we request your office to advise them to take special attention on the above-mentioned CSC Memorandum to avoid future disciplinary action.

Your preferential attention on this matter is highly appreciated.

Thank you.

Very truly yours,

**FELIMON R. SABAS**  
CG Department Head II  
(City Personnel Officer)

NOTED:

BY AUTHORITY OF THE CITY MAYOR:

**ATTY. AGUSTIN M. ROCAMORA**

City Administrator II