



**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*



**HON. EDWARD S. HAGEDORN**

City Mayor  
Puerto Princesa City

December 18, 2013

Thru: ATTY. SHIRLEY R. DAGANTA  
CG Assistant Dept. Head II  
Assistant City Legal Officer II

**Madam:**

Please be informed that despite the first notice issued to him/her as per records in this office, it has been observed that the he/she has continuously incurred the following tardiness and undertime, viz:

Name	Jul		Aug		Sep		Oct		Nov		Dec	
	Tardy	UT	Tardy	UT	Tardy	UT	Tardy	UT	Tardy	UT	Tardy	UT
Efren Balmaceda Aguilar	18	1	15	2	13		7	1	8		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.

For your appropriate action.

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