



Republic of the Philippines
PROVINCE OF MARINDUQUE
B o a c

HUMAN RESOURCE MANAGEMENT OFFICE

February 01, 2012

Office of the City Legal Officer
City Legal Officer
Boac, Marinduque

Sir/Madam:

Please be informed that per records in this Office, it has been observed that
Three 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
Randy Montilla Echague							21		12		13	1
Genelyn Abad Azada							9	19	3	15	2	19
Sonny Villarosa Villamor								11	4	11	3	16

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,

ERMA E. REYES
Chief Administrative Officer