



Republic of the Philippines
PROVINCE OF MARINDUQUE
B o a c

HUMAN RESOURCE MANAGEMENT OFFICE

June 08, 2012

ERLINDA D. SAGUID

ICO-Provincial Treasurer
Boac, Marinduque

Sir/Madam:

Please be informed that per records in this Office, it has been observed that One of your employees has 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
Merla M. Hernandez	17		18	1	14		15	3	3			

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