



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



November 29, 2010

Puerto Princesa City

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
Sheryll Casingal Sabas							5	8	5		2	1
Eleanor Lacao Selda								12			1	
Jailynn Dagot Sulayao								14	1		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 â€“ Reprimand;
2. Second Offense â€“ Suspension for one (1) day to thirty (30) days; and
3. Third Offense â€“ 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

