



Republika ng Pilipinas
KALAWARAN NG REFORMANG PANSAKAHAN
(DEPARTMENT OF AGRARIAN REFORM)
Tanggapan ng Kalihim
Diliman, Lungsod ng Quezon

In reply, please address:

THE SECRETARY
Department of Agrarian Reform
P.O. Box No. 9999
Manila

January 27, 1978

DEPARTMENT MEMORANDUM CIRCULAR NO. 316
Series of 1978

SUBJECT: Personnel Discipline

The fundamental program of the New Society is Agrarian Reform, a program which is a catalyst of social change and development. The effective implementation of the program rests largely on the shoulders of the employees implementing the program, particularly DAR, who as change agents, should be the standardbearers of discipline.

Towards this objective and as a supplement to the provisions of PD No. 6, Art. IX, Sec. 36 of PD No. 807, and CSC Memorandum Circular No. 8, series of 1970, the following rules and regulations on office discipline, which have been collectively arrived at by middle and top management, are hereby promulgated:

I. Attendance and Punctuality -

- a) All personnel shall record their time of arrival at and departure from office every morning and afternoon by punching their own time cards on the bundy clock and by filling in the logbook of attendance or daily time sheet in their respective unit. If an employee cannot time in or out as required because he is on official business, the immediate supervisor shall initial his time card for the day on the basis of an approved permission slip.
- b) Tardiness in reporting for duty or early departure therefrom, incurred four (4) times or more a month of more than 15 minutes each or ten (10) times or more a month of less than 15 minutes each, shall be considered sufficient ground for disciplinary action.
- c) Report of absences and tardiness on forms to be provided for the purpose shall be submitted fortnightly by Division Chiefs to Bureau Directors or Service Chiefs who shall in turn submit them monthly to the Personnel Division for appropriate action.

II. Permission Slip -

- a) Employees below the rank of division chiefs, going out of the building during office hours shall secure a permission slip from his supervisor indicating the purpose, destination and time of departure and return.

In the case of division chiefs, prior permission of the Bureau Director or Service Chief shall be secured.

- b) A permit granted for urgent personal reasons shall be limited to three hours only and if it exceeds said time limit, the

employee shall be considered absent for half day or full day, as the case may be.

- c) Any employee who leaves the office without the required permission slip or prior permission shall be considered absent for half day: Provided, That if the employee absents himself for more than 3 hours, he shall be considered absent for the whole day and may further be subjected to disciplinary action under this Circular.
- d) The permission slip duly approved shall be submitted to the Bureau Director or Service Chief, as the case may be. After its notation by these officials it shall be forwarded to the Personnel Division.
- e) It is required that the supervisors shall set the example for regularity in office attendance and punctuality in office hours.

III. Attendance in Flag Ceremony -

- a) It shall be the duty of the citizen to honor the Philippine Flag. Therefore, attendance in flag ceremony every Monday morning and Friday afternoon shall be religiously observed by an employee.
- b) All division chiefs and other supervisors shall regularly lead their personnel in attending the flag ceremony. Attendance shall be checked by their respective division chiefs.
- c) A report on non-attendance in the flag ceremony shall be submitted by the Division Chief or supervisor every Monday to the Bureau Director, Service Chief or Unit Head for appropriate action.
- d) If due to pressure of work an employee cannot attend the Friday afternoon flag retreat, he may be excused: Provided, however, That he gets the approval of his Division Chief and his time card shows that he timed out on or after 5:15 p.m.

IV. Wearing of Official Ladies Uniform and Identification Card -

- a) Lady officials and employees shall wear the prescribed uniform during their attendance in office whether during regular office hours or on overtime service, except when in mourn or in the family way or during pay days.
- b) Lady employees may be allowed not to wear uniform while attending court sessions, conferences, seminars, or other similar occasions if permitted by their respective Bureau Directors or Service Chiefs.
- c) All employees from Assistant Service Chiefs down to janitor/laborer and emergency employees shall wear their Identification Card during office hours.
- d) The Division Chief or supervisor concerned shall prepare a list of employees not wearing the prescribed uniform and identification card. The Chief of the ISU shall likewise make a similar listing. These lists shall be submitted to the Bureau Director, Service Chief or Unit Head for appropriate action.

V. Vending -

- a) Vending during office hours by employees and/or outsiders is strictly prohibited. This practice not only disrupts the

operations, but is an "eyesore" which is unbecoming of an office.

- b) Handcarrying of merchandise items to the office premises which are intended for sale is strictly prohibited.
- c) The Chief of the ISU shall submit a list of employees violating this rule to the Chief, Legal Division, Administrative Service for appropriate action.

VI. Loitering, Idling, Loafing, and Absence from Work -

- a) Loitering, idling or loafing along the corridors and within office premises during office hours is strictly prohibited. Employees should transact business inside the office rooms.
- b) Drivers, janitors and laborers, whenever they are not performing their actual duties as such, are required to report to their respective offices where they may be assigned related duties by their respective supervisors.
- c) The Division Chief concerned shall prepare a list of employees found loitering, idling, loafing or absent from work. The Chief of the ISU shall likewise make a similar listing. These list shall be submitted to the Bureau Director, Service Chief or Unit Head for appropriate action.

VII. Gambling Prohibited by Law, Betting or Solicitation of Bets Thereon; Drinking liquor, Wine, Alcoholic Beverages or Beer, and When Under the Influence of Liquor or Prohibited Drugs in DAR Premises -

Gambling prohibited by law, betting or soliciting bets thereon, drinking liquor, wine, alcoholic beverages or beer and when under the influence of liquor or prohibited drugs while in DAR premises even outside office hours is strictly prohibited.

The Chief of the ISU shall submit a list of employees violating this rule to the Bureau Director, Service Chief or Unit Head for appropriate action.

VIII. Responsibility -

The responsibility for implementing the above rules and regulations shall rest on Bureau Directors, Service Chiefs, Unit Heads, and Division Chiefs.

The subject matter of improving office discipline shall be a regular topic in the monthly meetings of Bureaus, Services and Units.

IX. Follow-ups -

The first staff meeting of every month, which shall be attended by Assistant Directors, Assistant Service Chiefs and all Division Chiefs, shall include in its agenda the evaluation of existing behaviour of personnel and assessment of ways of improving personnel discipline.

Unannounced spot checks to determine enforcement and compliance

with the above regulations shall be conducted by the Office of the Secretary or the Administrative Service, or by Bureau Directors, Service Chiefs or Unit Heads within their respective offices.

X. Penalty Clause -

The following penalties in accordance with the rules prescribed by the CSC for light offenses shall be imposed upon employees found, after due notice and hearing, violating pertinent provisions of this Circular;

- a) On tardiness -
 - 1. First offense - Stern warning
 - 2. Second offense - Fine equivalent to 1 day's pay
 - 3. Third offense - Fine equivalent to 3 days' pay

- b) On permission slip -
 - 1. First offense - Stern warning
 - 2. Second offense - Fine equivalent to 3 days' pay
 - 3. Third offense - Fine equivalent to 5 days' pay

- c) On flag ceremony -
 - 1. First offense - Stern warning
 - 2. Second offense - considered absent for half day
 - 3. Third offense - considered absent for whole day

- d) On wearing of ladies uniform -
 - 1. First offense - Stern warning
 - 2. Second offense - Fine equivalent to 1 day's pay
 - 3. Third offense - Fine equivalent to 5 days' pay
 - 4. Fourth offense - Fine equivalent to the cost of uniform

- e) On wearing of identification card -
 - 1. First offense - Stern warning
 - 2. Second offense - Fine of ₱1.00
 - 3. Third offense - Fine of ₱2.00

- f) On vending -
 - 1. First offense - Stern warning
 - 2. Second offense - Fine equivalent to 1 day's pay
 - 3. Third offense - Fine equivalent to 3 days' pay

- g) On loitering, idling, loafing, and absence from work -
 - 1. First offense - Stern warning
 - 2. Second offense - Fine equivalent to 1 day's pay
 - 3. Third offense - Fine equivalent to 3 days' pay

- h) On gambling prohibited by law, betting or solicitation of bets thereon, drinking liquor, wine, alcoholic beverages or beer and when under the influence of liquor or prohibited drugs -
 - 1. First offense - Stern warning
 - 2. Second offense - Fine equivalent to 3 days' pay
 - 3. Third offense - Fine equivalent to 5 days' pay

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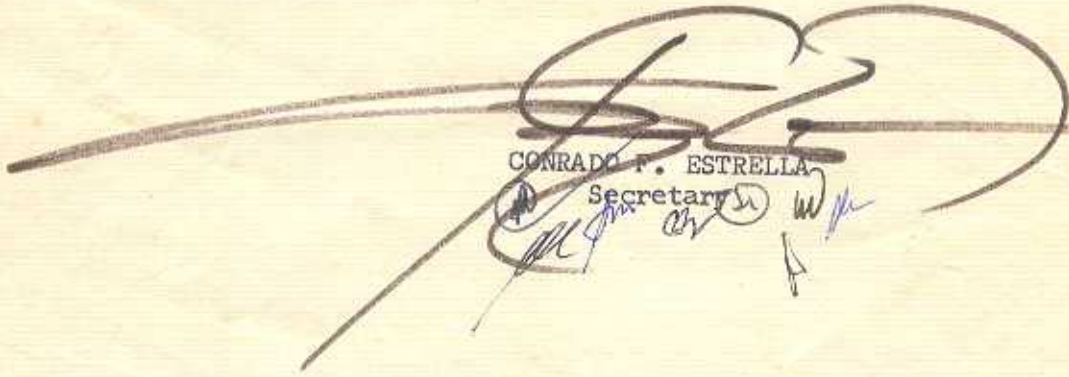
Upon receipt of a copy of the order of conviction, the Cashier shall deduct the corresponding fine from the employee's salary and shall issue an Official Receipt therefor.

XI. Amending/Repealing Clause -

All orders, memoranda, circulars or administrative issuances inconsistent with this Circular are hereby amended, superseded, or repealed accordingly.

XII. Effectivity -

This Circular shall take effect on March 1, 1978.



CONRADO F. ESTRELLA
Secretary

(Handwritten initials and marks: M, W, A, and a circled 'n')

Republica ng Pilipinas
KAGAWARAN NG REFORMANG PANSAKAHAN
(Department of Agrarian Reform)
Diliman, Lungsod ng Quezon

No. _____

Accounting Division

ORDER OF PAYMENT

Date 2 5/78

FOR : _____
Attention : Cashier/Bill Collector/Special Officer
PAYOR : _____
Address : _____
Particular : _____

Principal - P _____
Interest - _____
Incidental Exp. - _____
Others - _____
Total - P 1,400

JOURNAL ENTRY

FUND 101

<u>Account Symbol</u>	<u>Debit</u>	<u>Credit</u>

PABLO P. MANALANG
Dept. Chief Accountant I

Paid under _____
Official Receipt No. 543 0098
DATE 6/6/78
Amount P 1,400

Collecting Officer "