

Republic of the Philippines
Department of Transportation and Communications
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES
Office of the Director General

CAAP MEMORANDUM CIRCULAR

No. 27-13 -2013

SUBJECT: IMPLEMENTING GUIDELINES, RULES AND REGULATIONS GOVERNING ATTENDANCE AND PUNCTUALITY OF OFFICIALS AND PERSONNEL IN THE CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP)

In the interest of the service and to ensure the strict monitoring of official work attendance and punctuality in the Civil Aviation Authority of the Philippines (CAAP), the following guidelines, rules and regulations are hereby prescribed for compliance of all CAAP officials and personnel in accordance with pertinent provisions of the Omnibus Civil Service Rules and Regulations, as amended, and RA 6713 regarding the Code of Conduct and Ethical Standards in the Government Service, and all other applicable rulings and issuances of the Civil Service Commission regarding office attendance and punctuality in the government service.

1. POLICY STATEMENT

- 1.1 It shall be the policy of the Civil Aviation Authority of the Philippines (CAAP) to require all CAAP officials and employees, except those covered by special laws, to render not less than eight (8) hours of work a day for five (5) days a week for a total service of forty (40) hours a week, exclusive of time for lunch break, and to ensure the strict observance of regular government office hours from eight o'clock (8:00 a.m.) in the morning to twelve o'clock (12:00 p.m.) noon, and from one o'clock (1:00 p.m.) to five o'clock (5:00 p.m.) in the afternoon, including the official CAAP flexitime morning and afternoon schedule, on all days except Saturdays, Sundays, and holidays. (*Section 5, RULE XVII of the Omnibus CSC Rules and Regulations*)
- 1.2 It shall likewise be the Authority's policy to strictly implement and/or impose sanctions and/or penalties prescribed under CSC Memorandum Circular No. 04, s. 1991 dated January 22, 1991 against erring CAAP officials and employees for habitual absenteeism and tardiness under these rules.

2. SCOPE OF COVERAGE

- 2.1 This Memorandum Circular shall cover all CAAP officials and personnel, regardless of employment status, whether regular, temporary, casual, job order, or under Contract of Service and performing regular CAAP duties and functions, unless otherwise expressly exempted under existing CAAP issuances and/or pertinent Civil Service laws, rules and regulations.

Revolving Up, Soaring High

3. GUIDELINES, RULES AND REGULATIONS

3.1 Daily Office Attendance

- 3.1.1 All officials and personnel are strictly required to use the computerized biometric (Fingerscan) scanner/reader to register their respective times-in and times-out upon arrival and departure to and from their work station at the CAAP Central Office/Area Center/Airport, unless otherwise expressly exempted under existing pertinent CSC rules and/or CAAP issuances.
- 3.1.2 In cases where there is no computerized/electronic/mechanical (Bundy clock) time registering equipment available for this purpose in a CAAP Area Center/Airport/Facility, the Area Center/Airport Manager/Facility In-Charge concerned shall be authorized to institute and implement viable measures to ensure the accurate and timely recording of official time entries thru the use of an official log book, pass slip, or Daily Time Record (DTR) in the prescribed form, etc.
- 3.1.3 Under absolutely no circumstances shall the registration, in whatever manner, of daily personal time entries to and from the respective CAAP work station be delegated to another person/employee.
- 3.1.4 Monthly daily time records (DTRs) duly signed by the employee concerned and his/her immediate superior, whether generated from a computerized biometric system and/or mechanical Bundy clock time recorder, or handwritten in the prescribed DTR form based on official log book time entries, shall be submitted to the Human Resources Management Division (HRMD) in CAAP Central Office, or the Administrative unit/staff in CAAP Area Centers/Airports within seven (7) working days after the last working day of the preceding month.
- 3.1.5 Failure to do so shall be ground for the withholding of salaries due for payment on the next pay period.
- 3.1.6 In cases where the CAAP official/employee covered under Item No. 3.1 above is required and/or authorized to proceed direct to a field assignment from his/her respective place of residence, he/she shall be required to submit to the HRMD not later than the end of the working day prior to the field assignment, an official written authorization in the prescribed CAAP OB PASS form duly signed by the immediate supervisor concerned.
- 3.1.7 Time entries pertaining to authorized field assignments in the monthly DTR which do not comply with the timely submission of the duly signed CAAP OB Pass required in Item No. 3.1.6 above shall be nullified/cancelled and the official/employee concerned shall be considered absent on the morning or afternoon of the field assignment, which ever case shall apply.

- 3.1.8 CAAP officials/employees covered under Item No. 3.1 of this Circular who are authorized to go on official travel, whether local or foreign, shall likewise be strictly required to timely submit true copies of their respective approved Travel Order and Travel Itinerary to the HRMD to facilitate recording of their respective time entries during the period of approved local or foreign travel.
- 3.1.9 Timely submission of official travel documents for approved foreign travel shall be within the period of the one (1) day or two (2) days pre-travel or post-travel allowance for rest provided in Item II of ATO Memorandum Circular dated June 23, 2000.
- 3.1.10 Time entries in the monthly DTR pertaining to authorized and approved local or foreign travel which do not comply with the timely submission of required travel documents provided in Items No. 3.4 and 3.4.1 above, shall be nullified/cancelled and the official/employee concerned shall be considered absent during the period of local or foreign travel undertaken during the month.
- 3.1.11 In cases where the CAAP Office/Unit Head/Supervisor, in the exercise of his/her discretion, allows subordinates/employees to leave the work station during office hours to attend socials/events/functions which are not part of their official work, the same shall be reflected in their respective DTRs and charged against vacation leave credits.

3.2 Leave of Absence and Leave Applications

- 3.2.1 CAAP officials and personnel who wish to go on vacation leave of absence are required to submit their vacation leave applications in the prescribed CSC form for approval or action by the proper authorities concerned, at least five (5) days in advance before going on vacation leave.
- 3.2.2 Officials/employees concerned, however, must make sure that their vacation leave applications have been approved by the proper authorities concerned before proceeding to go on vacation leave.
- 3.2.3 In case the official/employee concerned proceeds to go on vacation leave before his/her leave application is approved by the proper authorities, the same leave application shall be subject to outright disapproval and the official/employee concerned shall be considered absent and held liable for unauthorized absence subject to sanction provided in this Circular.
- 3.2.4 Applications for vacation leave of fifteen (15) days or more must be supported by the official CAAP clearance form.
- 3.2.5 Sick leave of absence shall be granted strictly on account of sickness of the employee or any member of his/her immediately family, provided, the employee concerned shall be responsible for promptly informing his/her CAAP work station regarding this matter, via telephone or any other means of timely communication, and that the corresponding sick leave

application covering the absence shall be filed immediately upon reporting back to work.

3.2.6 Sick leave applications covering absences in excess of five (5) days shall be supported by a Medical Certificate issued by competent medical practitioners.

3.2.7 Whenever needed, the CAAP Office/Unit Head/supervisor concerned may request the CAAP Medical Unit, through the Human Resources Management Division, to conduct the necessary medical spot check or inspection on employees who are supposed to be on sick leave to verify the validity of the sickness, and those found to have misled the office regarding this matter shall be held administratively liable and subject to sanctions provided in this Circular for unauthorized absence.

3.3 Undertime and Half-Day Absence

3.3.1 Any CAAP officer or employee who incurs undertime, regardless of the number of minutes/hours, for ten (10) times in a month, for a least two (2) months in a semester, or ten (10) times in a month for at least two (2) consecutive months during any given year, shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be. (*CSC Memorandum Circular No. 16, s. 2010 implementing CSC Resolution No. 10-1357 dated July 6, 2010*)

3.3.2 Any CAAP officer or employee who is absent in the morning is considered to be tardy and shall be subject to the provisions and sanctions on Habitual Tardiness, while an officer or employee who is absent in the afternoon shall be considered to have incurred undertime subject to the provisions and sanctions governing Undertimes prescribed in Item No. 3.3.1 above. (*CSC Memorandum Circular No. 17, s. 2010 implementing CSC Resolution No. 10-1358 dated July 6, 2010*)

3.3.3 Accordingly, any tardiness, undertime, as defined above, or any deficiency in completing the required eight (8)-hour work day, or the forty (40) hour work week rule (under the CAAP flexitime policy), shall be deducted from vacation leave credit balances, or the salary of the CAAP officer/employee concerned if vacation leave credits have already been exhausted. (*CSC Resolution No. 02-0975 dated July 23, 2002*)

3.3.4 In cases where the tardiness and/or undertime incurred, as defined in Item No. 3.3.2 of this Circular, is a result of sickness or illness, or any other valid health reasons, the same shall be allowed as sick leave, provided it shall be supported by a Medical Certificate and the corresponding sick leave application.

3.4 Habitual Absenteeism and Tardiness

3.4.1 A CAAP official or employee shall be considered habitually absent if he/she incurs unauthorized absences exceeding the allowable two and a half (2.5) days monthly leave credits granted under CSC leave laws, for at

least three (3) months in a given semester (which may either be from January to June, or July to December of any given year), or for at least three (3) consecutive months during the calendar year.

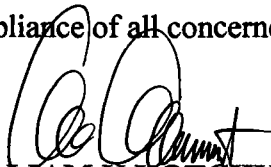
- 3.4.2 Unauthorized absences as provided above, shall include, but not be limited to, the following instances:
- (a) Absence incurred before vacation leave application has been approved;
 - (b) Absence incurred despite the disapproval of vacation leave application;
 - (c) Absence incurred while on sick leave which has been found and verified to be fraudulent and invalid;
 - (d) Half day absences incurred without prior permission to circumvent the tardiness rule;
 - (e) Absences without approved leave (AWOL).
- 3.4.3 A CAAP official or employee shall be considered habitually tardy if he/she reports for work: (a) after the 8:00 a.m. regular morning time-in schedule, or (b) after the last morning time in schedule prescribed under the official CAAP flexitime schedule, ten (10) times in a month for at least two (2) months in a semester, or a least two (2) consecutive months during the calendar year, regardless of the number of minutes.
- 3.4.4 Regularly appointed CAAP officials and employees, whether permanent, temporary, or co-terminus, including casual personnel with approved plantilla, who are found to be habitually absent and/or tardy under these guidelines, rules and regulations, after due process in accordance with CSC rules and regulations, shall be meted a penalty of Six (6) months and One (1) Day, up to One (1) Year punitive suspension from the office without pay, for the first violation, and a penalty of Dismissal From the Service for the second violation.
- 3.4.5 A CAAP official or employee who is continuously absent without approved leave (AWOL) for at least thirty (30) working days shall be separated from the service or dropped from the CAAP roster by the Director General without prior notice upon the recommendation of the CAAP Office /Unit Head/Area Center or Airport Manager concerned. (*Item No. 2.1(a), Section 2 of RULE XII of the Omnibus Civil Service Rules*)
- 3.4.6. PROVIDED, however, that he/she shall be informed by the CAAP Office/Unit Head/Area Center or Airport Manager concerned, copy furnished the Human Resources Management Division, CAAP Central Office, of his separation from the service not later than five (5) days from the effectivity of the Dropping Order signed by the Director General, which

shall be sent to his/her last known address. (*Item No. 2.1(a), Section 2 of RULE XII of the Omnibus Civil Service Rules*)

- 3.4.7 If the number of continuous unauthorized absence is less than thirty (30) working days, an official written Return to Work Order signed by the CAAP Office/Unit Head/Area Center or Airport Manager concerned, shall be served on the CAAP official/employee concerned at his last known address on record, copy furnished the Human Resources Management Division of CAAP Central Office, wherein failure to return to work as ordered shall be valid ground for his/her dropping from the rolls. (*As amended by CSC Resolution No. 99-1907 dated August 27, 1999*)
- 3.4.8 The services of non-organic CAAP personnel under Job Order work contracts and Consultants hired under Contracts of Service who are performing regular CAAP duties and functions, and who, after due process, are found to be habitually absent and/or tardy under these guidelines, rules and regulations, will not be renewed.
- 3.4.9 In this regard, all CAAP Office/Unit Heads/Area and Airport Managers concerned are hereby directed to institute the necessary internal office measures to ensure the strict control and monitoring of absenteeism and tardiness among non-organic personnel in their respective jurisdictional areas in accordance with these guidelines, rules and regulations.
- 3.4.10 The Human Resources Management Division of CAAP Central Office shall be directly responsible for the strict implementation of these guidelines, rules and regulations, and initiate official reports of violations thereof for submission to the competent CAAP official concerned for appropriate action.

This Memorandum Circular takes effect immediately and revokes, amends, and/or supersedes all other CAAP issuances, circulars, and memoranda inconsistent herewith.

For strict compliance of all concerned.



LT GEN WILLIAM K HOTCHKISS III AFP (Ret)
Director General