



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

May 29, 2023

DIVISION MEMORANDUM

No. 216, s. 2023

**POLICY ON HALF DAY ABSENCE**

To: Division Office Personnel  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to Civil Service Commission Memorandum Circular No. 17, s. 2010, *“Any officer or employee who is absent in the morning is considered to be tardy and is subject to provisions on Habitual Tardiness and any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime.”*
2. Omnibus Rules on Leave of Civil Service Commission MC No. 41, s. 1998 states the following:
  - a. Section No. 34; **“Tardiness and undertime** are deducted from vacation leave credits and shall be not charged against sick leave credits, unless the undertime is for health reasons supported by medical certificate and application for leave.”
  - b. Section No. 51 **“Application for vacation leave of absence** for one full day or more shall be submitted on the prescribed form for action by the proper head of agency five (5) days in advance.”
  - c. Section No. 53 **“Application for sick leave of absence** for one full day or more shall be submitted on the prescribed form and shall be filed immediately upon employee’s return from such leave.”
3. In this connection, filing of form 6 for half day absence is not applicable since a leave of absence should be availed for one whole day. For teaching personnel, tardiness and undertime shall be deducted from the salary and not from the service credits, while for non-teaching personnel, they shall be deducted from leave credits.
4. For information, guidance, and compliance.

For: *John Arnel A. Legun* cc 5/30/23  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/JAAL/ADMIN/ATM/mag



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