



Republic of the Philippines

CIVIL SERVICE COMMISSION

OFFICE FOR CAREER SYSTEMS AND STANDARDS

MC No. 18 s. 1991

MEMORANDUM CIRCULAR

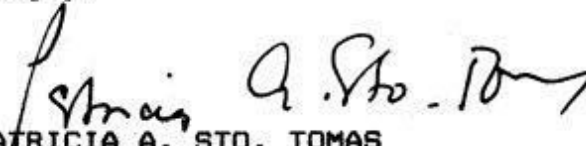
**T O : ALL HEADS OF DEPARTMENTS, BUREAUS, AGENCIES
IN THE NATIONAL OR LOCAL GOVERNMENTS,
INCLUDING GOVERNMENT-OWNED OR CONTROLLED
CORPORATIONS WITH ORIGINAL CHARTERS**

**SUBJECT : Date of Effectivity of MC No. 4, s. 1991,
Policy on Tardiness and Absenteeism**

The Civil Service Commission under MC No. 4, dated January 22, 1991, issued a Policy on Tardiness and Absenteeism but did not specifically provide when the said Circular will become effective. Several queries were then received by the Commission seeking clarification on the date the Memorandum Circular shall take effect or be implemented in their respective agencies.

In this connection, it shall be understood that Memorandum Circular No. 4, s. 1991, shall take effect thirty (30) days after the date of its issuance or February 23, 1991.

Please be guided accordingly.


PATRICIA A. STO. TOMAS
Chairman

21 May 1991

OCSS