

**PARUNGAO, Edelwina DG.**  
**Re: Request for Clarification**

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**RESOLUTION NO. 001397**

Edelwina DG. Parungao, Department Manager, Human Resource Management Department, Local Water Utilities Administration, Quezon City, requests clarification on the proper classification of "frequent unauthorized tardiness" as provided under Section 52 of CSC Memorandum Circular No. 19, series of 1999.

It should be noted that "frequent unauthorized tardiness" could either be a grave offense under Rule IV, Section 52, Paragraph (A), No. (17), Uniform Rules on Administrative Cases in the Civil Service, or a light offense under Rule IV, Section 52, Paragraph (c), No. (4), of the same Rules, depending on the frequency of its commission and its effects to the government service.

Where the position an employee holds not only requires him to report for duty at a prescribed time, but more significantly, the exigency of public service so requires it, his tardiness in office irreparably prejudices the government service, taking into account the frequency and regularity of its commission. His unauthorized tardiness depending on its depravity and effects on the government service as defined by the agency head.

WHEREFORE, the Commission holds that "frequent unauthorized tardiness" could either be a grave offense under Rule IV, Section 52, Paragraph (A), No. (17), Uniform Rules on Administrative Cases in the Civil Service, or a light offense under Rule IV, Section 52, Paragraph (c), No. (4) of the same Rules, depending on its effects on the government service as defined by the agency head.

Quezon City. June 13, 2000

**(Sgd.) CORAZON ALMA G. DE LEON**

Chairman

**(Sgd.) JOSE F. ERESTAIN, JR.**

Commissioner

Attested by:

**(Sgd.) ARIEL G. RONQUILLO**

Director III