



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

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August 03, 2022

MEMORANDUM

TO : Atty. Lillibeth Mary Elvisa S. Abiog
PENRO

FROM : The Provincial Environment and
Natural Resources Officer

SUBJECT : **OBSERVANCE OF PRESCRIBED OFFICE HOURS**

As employee of this Department, you are required to strictly observe the prescribed office hours which is eight hours of work a day for five days a week or a total of forty hours a week, exclusive of time for lunch.

Despite our verbal instruction to you thru our Human Resource Management Officer to report for work on time and yet you incurred tardiness seventeen (17) times and eight (8) undertimes as per your submitted Daily Time Record (DTR) for the month of July 2022.

Pursuant to Rule XVII, Section 8 of the Omnibus Rules Implementing Book V of Executive Order No. 292 (Administrative Code of 1987) as amended by CSC MC No. 34, s. 1998 which reads as follows:

Section 8. Officers and employees who have incurred tardiness and undertime, regardless of the number of minutes per day, ten (10) times a month for at least two (2) consecutive months during the year or for at least two (2) months in a semester shall be subject to disciplinary action.

In this regard, you are sternly warned to refrain from incurring tardiness and undertime to avoid disciplinary action be taken against you.

For information, record and compliance.


FELIZARDO B. CAYATOC

Copy Furnished:

- The Chief, Legal Division
DENR-MIMAROPA Region

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By _____
Date **09 AUG 2022** CN _____