



CSC LAW AND RULES:UPDATES



MC NO. 23, S. 2019

REVISED GUIDELINES ON THE SETTLEMENT OF CASH
ADVANCE AND THE PENALTY TO BE IMPOSED FOR
FAILURE OF AN ACCOUNTABLE OFFICER TO LIQUIDATE
CASH ADVANCE WITHIN THE PRESCRIBED PERIOD



*The failure of the public officer to have duly forthcoming any public funds or property with which he is chargeable, upon demand by any duly authorized officer, shall be **prima facie evidence** that he has put such missing funds or property to personal use*

CASH ADVANCES



- SALARIES, WAGES, HONORARIA & OTHER SIMILAR PAYMENTS
- FIELD OPERATING EXPENSES
- PETTY CASH FUND
- TRAVELLING EXPENSES
- SPECIAL PURPOSE

PERIODS TO LIQUIDATE CA



SALARIES, ETC.

Within **5 calendar days** after the end of the day period

FIELD OPERATING EXPENSES

Within **20 calendar days** after the end of the year subject to replenishment as frequently as necessary during the year

PERIODS...



PETTY CASH FUND

as soon as the disbursements reach **75% or as needed**, the PCF shall be replenished which shall be equal to the total amount of expenditures made. In case of termination, resignation, etc. – immediately thereafter

TRAVELLING EXPENSES

Within 30 calendar days after the return of the official/employee concerned to his official station for local travel and within 60 calendar days after return – foreign travel

SPECIAL PURPOSE

As soon as the purpose of the cash advance has been served

SETTLEMENT AND LIQUIDATION



Either by returning the money advanced if unspent or by the presentation of regularly accomplished vouchers, giving satisfactory detail of the items which must be in accordance with the purpose, supported by proper receipts and other evidence, subject to result of post-audit

A photograph of a man in a black shirt and glasses standing on a white architectural ledge. The background consists of large, white, rectangular panels. A bright yellow rectangular box is overlaid on the right side of the image, containing the text 'ADMINISTRATIVE LIABILITY AND PENALTY' in white, uppercase letters. The scene is brightly lit, with shadows cast on the white surfaces.

ADMINISTRATIVE LIABILITY AND PENALTY

AFTER FORMAL DEMAND BY THE STATE AUDITOR/AUDIT TEAM LEADER



WITH VALID
JUSTIFICATION
AND NO
AGGRAVATING
CIRCUMSTANCES

ABSOLVED

ABSENT SUCH
VALID
JUSTIFICATION

SIMPLE
NEGLECT OF
DUTY;
SUSPENSION
FOR A PERIOD
OF 1 MONTH
AND 1 DAY



WITH
AGGRAVATING AND
NO MITIGATING – 3
MONTHS

PARTIAL LIQUIDATION



SIMPLE NEGLECT OF
DUTY
1 MONTH & 1 DAY

CONDITIONS

- NOT LESS THAN 50%
- JUSTIFYING CIRCUMSTANCE
- HAS THE INTENTION OF FULL LIQUIDATION
- NO AGGRAVATING
- WITH AGGRAVATING BUT NO MITIGATING – 3 MONTHS

PARTIAL LIQUIDATION



SIMPLE NEGLECT OF
DUTY
3 MONTHS

CONDITIONS

- NOT LESS THAN 50%
- FAILS TO PRESENT JUSTIFYING CIRCUMSTANCE
- HAS THE INTENTION OF FULL LIQUIDATION
- NO AGGRAVATING
- WITH AGGRAVATING – 6 MONTHS

PARTIAL LIQUIDATION



GROSS NEGLIGENCE OF
DUTY
DISMISSAL FROM THE
SERVICE

CONDITIONS

- FAILS TO LIQUIDATE
- MAKES PARTIAL LIQUIDATION BUT NO JUSTIFYING CIRCUMSTANCE & HAS NO INTENTION TO FULLY LIQUIDATE
- DEFAULTED IN THE PAYMENT OF LIQUIDATION



MC NO. 04, S. 2020

MENTAL HEALTH PROGRAM IN THE PUBLIC SECTOR

REPUBLIC ACT NO. 11036 MENTAL HEALTH ACT [MHA]



CIVIL SERVICE COMMISSION

**CSC RESOLUTION
NO. 1901265 DATED
OCT. 23, 2019**

MC NO. 4, S. 2020

MANDATED TO DEVELOP GUIDELINES AND STANDARDS ON APPROPRIATE AN EVIDENCE-BASED MENTAL HEALTH PROGRAMS FOR THE WORKPLACE AND ADDRESS STIGMA AND DISCRIMINATION

GUIDELINES IN THE CRAFTING OF AN AGENCY'S MENTAL HEALTH PROGRAM

MODEL AGENCY MHP

AGENCIES SHALL ESTABLISH THEIR MHP WITHIN 6 MONTHS AFTER THE EFFECTIVITY OF THE GUIDELINES

OBJECTIVES OF THE MENTAL HEALTH PROGRAM



1. STRENGTHEN EFFECTIVE LEADERSHIP AND GOVERNANCE FOR MENTAL HEALTH THROUGH POLICIES, STRATEGIES, PROGRAMS, AND REGULATIONS

2. DEVELOP A COMPREHENSIVE, INTEGRATED, EFFECTIVE, AND EFFICIENT MENTAL HEALTH PROGRAM RESPONSIVE TO PSYCHIATRIC, NEUROLOGIC AND PSYCHOSOCIAL NEEDS OF THE GOVERNMENT EMPLOYEES

3. PROTECT THE RIGHTS OF GOVERNMENT EMPLOYEES WITH PSYCHIATRIC, NEUROLOGIC, AND PSYCHOSOCIAL HEALTH NEEDS

4. STRENGTHEN INFORMATION SYSTEMS, EVIDENCE AND RESEARCH FOR MENTAL HEALTH

5. INTEGRATE MENTAL HEALTH CARE IN THE BASIC HEALTH SERVICES FOR GOVERNMENT EMPLOYEES, AND IN THE HUMAN RESOURCE SYSTEMS AND PROCESSES

6. INTEGRATE STRATEGIES PROMOTING MENTAL HEALTH IN THE WORKPLACE

SCOPE AND COVERAGE



**SHALL COVER ALL NGAs,
CONSTITUTIONAL BODIES, GOCCs with
original charters, STATE UNIVERSITIES
AND COLLEGES [SUCs], LOCAL
GOVERNMENT UNITS [LGUs] AND LOCAL
WATER DISTRICTS**

AGENCY'S MHP SHALL CONSIDERING THE FOLLOWING



- RATIONALE
- OBJECTIVES
- COVERAGE
- GUIDING PRINCIPLES
- STRATEGIES
- IMPLEMENTATION MECHANISM OF THE MHP
- ROLES AND RESPONSIBILITIES OF HEADS OF AGENCIES, HRMOs and EMPLOYEE ASSOCIATIONS
- COMMUNICATION PLAN
- MONITORING & EVALUATION



MC NO. 05, S. 2020

INTERIM GUIDELINES ON THE USE OF LEAVE CREDITS
FOR ABSENCES DUE TO SELF-QUARANTINE AND/OR
TREATMENT RELATIVE TO THE CORONA VIRUS DISEASE-
2019 [COVID-19]

ABSENCE FROM WORK DUE TO SELF- QUARANTINE PERIOD AND/OR TREATMENT



CATEGORIES:

- **HISTORY OF TRAVEL** [OFFICIAL/PERSONAL] FROM CHINA AND ITS SPECIAL ADMINISTRATIVE REGIONS [MACAU AND HONGKONG] INCLUDING OTHER COUNTRIES DECLARED OR IDENTIFIED BY COMPETENT PHILIPPINE AUTHORITY PRIOR TO AND AFTER THE PROMULGATION WHO ARE DIRECTED TO GO ON SELF-QUARANTINE AND/OR LATER ON TESTED POSITIVE OF COVID-19

ABSENCE FROM WORK DUE TO SELF- QUARANTINE PERIOD AND/OR TREATMENT



CATEGORIES:

- **FRONTLINE SERVICE PROVIDERS** SUCH AS BUT NOT LIMITED TO PUBLIC HEALTH WORKERS, IMMIGRATION OFFICERS, CONSULAR OFFICERS AND OTHER GOVERNMENT OFFICIALS AND EMPLOYEES WHO ARE DIRECTED TO GO ON SELF-QUARANTINE AND/OR LATER TESTED POSITIVE OF COVID-19 WHILE IN THE PERFORMANCE OF THEIR OFFICIAL FUNCTIONS

ABSENCE FROM WORK DUE TO SELF- QUARANTINE PERIOD AND/OR TREATMENT



DURING THE 14-DAY CALENDAR DAYS
PRESCRIBED PERIOD

- SHALL NOT BE DEDUCTED FROM THEIR
EARNED LEAVE CREDITS

AFTER THE 14-DAY HAS ELAPSED – DIAGNOSED
WITH COVID-19

- ABSENCES SHALL BE CHARGED FROM THEIR
EARNED LEAVE CREDITS

PROCEDURE UPON RETURN TO WORK



THOSE WHO HAVE NOT EXHIBITED SYMPTOMS OF COVID-19

MEDICAL CERTIFICATE ISSUED BY ANY GOVERNMENT OR PRIVATE PHYSICIAN

THOSE WHO GOT SICK BUT WERE NOT INFECTED

MEDICAL CERTIFICATE – TREATED AND CLEARED AS BEING FIT TO REPORT BACK TO WORK

PROCEDURE UPON RETURN TO WORK



THOSE WHO WERE INFECTED BY THE COVID-19

MEDICAL CERTIFICATE ISSUED BY THE GOVERNMENT HEALTH FACILITY [REFERRAL CENTERS] RESPONSIBLE FOR THE TREATMENT OF THE SAID COVID-19 INDICATING THAT ONE HAS BEEN TREATED AND IS CLEARED AS BEING FIT TO REPORT BACK TO WORK



APPLICABLE LEAVE CREDITS



EXHAUSTED SICK LEAVE CREDITS – SEC. 56 OF THE OMNIBUS RULES ON LEAVE SHALL APPLY ALLOWING THE **USE OF VACATION LEAVE CREDITS IN LIEU OF SICK LEAVE CREDITS**



APPLICABLE LEAVE CREDITS



EXHAUSTED VACATION
LEAVE CREDITS – MAY
APPLY FOR **SICK LEAVE**
OF ABSENCE WITHOUT
PAY



MC NO. 25, S. 2019

**REVISED GUIDELINES ON FLEXIBLE WORKING
HOURS IN THE GOVERNMENT**

GUIDELINES



- SHALL RENDER NOT LESS THAN A TOTAL OF FORTY (40) HOURS A WEEK FOR FIVE (5) DAYS A WEEK, EXCLUSIVE OF TIME FOR LUNCH
- SHALL NOT START EARLIER THAN 7:00AM AND END LATER THAN 7PM
- IN THE EXIGENCY OF THE SERVICE, WORKING HOURS MAY BE ALTERED TO INCLUDE SATURDAYS AND SUNDAYS
- HEADS OF AGENCIES ARE ENJOINED TO SCHEDULE PREFERRED TIME TO CONDUCT FLAG RAISING CEREMONY EVERY MONDAY AND FLAG LOWERING EVERY FRIDAY

GUIDELINES



- AGENCIES SHALL FORMULATE **INTERNAL RULES**
- **WORK BEYOND 40 HOURS** A WEEKS SHALL BE SUBJECT TO OVERTIME OR COMPENSATORY TIME-OFF RULES
- SUBMIT **EVALUATION REPORT** WITHIN SIX (6) MONTHS AFTER START OF IMPLEMENTATION



**CSC MEMORANDUM
CIRCULAR NO. 16, 2010
(Policy on Undertime)**



Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two months in a semester 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, 2010
(Policy on Undertime)**



Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) consecutive months during the year months in a semester 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. 17, 2010
(Policy on Half-Day Absence)**



Any officer or employee who is absent in the morning is considered to be tardy and is subject to the provisions on Habitual Tardiness.

Any officer or employee who is absent in the afternoon is considered to have incurred undertime, subject to the provisions on Undertime



RA No. 11210
105-Day Expanded Maternity Leave Law

continuous & uninterrupted

every instance of pregnancy

miscarriage or emergency termination of pregnancy

regardless of frequency

105- covers prenatal & postnatal

even with pending case

ML shall be granted even after termination from service if childbirth, etc. occurs w/n 15 calendar days after the termination of service

IRR - CSC/ DOLE/ SSS w/n 60 days from effectivity

female employee
govt/private
regardless of civil status

105 days ML

options:

extend for additional 30 days w/o pay

60 days

if solo parent: +15 days w/ full pay

mandatory 60 days

+ 7 paternity leave;

In case female worker dies or incapacitated the balance of her ML shall accrue to the father or to the qualified caregiver

May allocate 7 days of the benefit to the father [married or not]; or in case of death or absence to an alternative caregiver - relative w/n 4th degree of consanguinity or the current partner of the female worker

HA must be notified, in writing, at least 45 days before the end of her ML

In case of medical emergency, prior notice is not required but subsequent notice is

Signed: Feb 20, 2019; IRR - signed 5/1/2019
Published: Feb. 23, 2019
Effectivity: March 11, 2019

THANKS



any questions?

www.csc.gov.ph

cscro8.weebly.com

CREDITS



Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](#)
- Photographs by [Unsplash](#)