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



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

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 NEGLECT 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 ADDRESS AND 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 HEALT

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

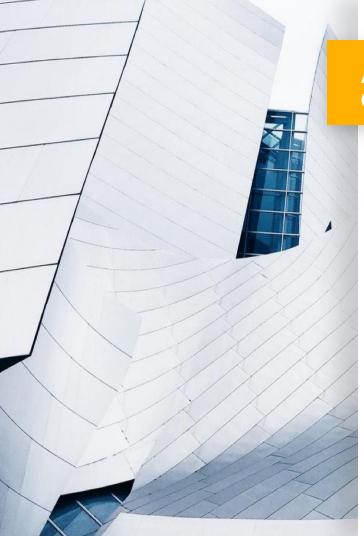
THOSE WHO GOT SICK BUT WERE NOT INFECTED

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

PROCEDURE UPON RETURN TO WORK

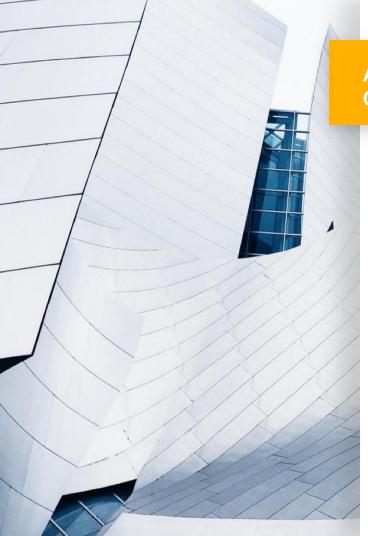
THOSE WHO WERE INFECTED BY THE COVID-19

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

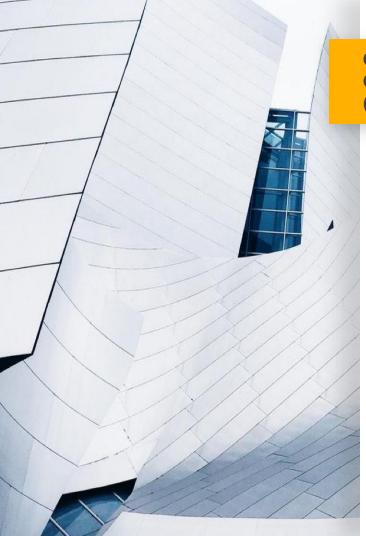
GUIDELINES

- 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



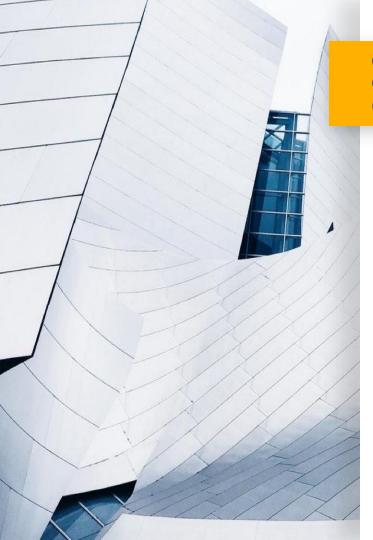
- AGENCIES SHALL FORMULATE INTERNAL RULES
- WORK BEYOND 40 HOURS A WEEKS SHALL BE SUBJECT TO OVERTIME OR COMPENSATORY TIME-OFF RULES

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 <u>at least two months in a</u> <u>semester</u> shall be liable for SIMPLE MISCONDUCT and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be.



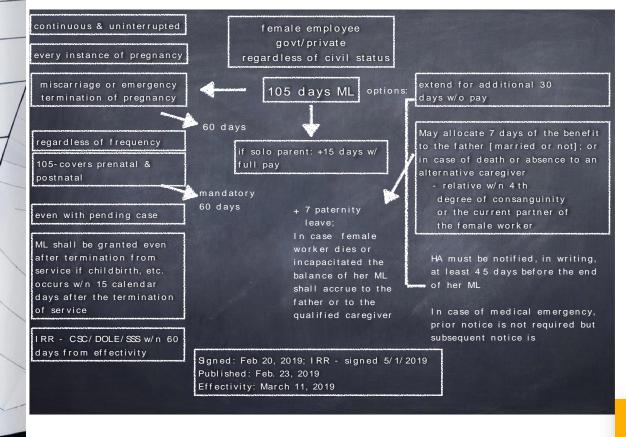
CSC MEMORANDUM CIRCULAR NO. 16, 2010 (Policy on Undertime)

Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for <u>at least two (2) consecutive</u> <u>months during the year months in a</u> <u>semester</u> 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







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
- Photographs by Unsplay