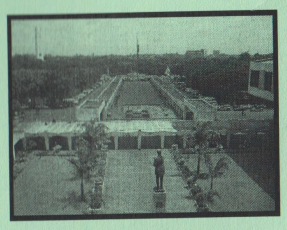


ORIENTATION FOR QUEZON CITY GOVERNMENT EMPLOYEES

man Resource Development Department

QUEZON CITY INVENTORY & APPRAISAL
COMMITTEE ON MOVABLE ASSETS

Nº 14- 0026554



" I dream of a capital city that,
politically shall be the seat of the
national government: aesthetically the showplace
of the nation ---- a place that thousands of
people will come and visit as the epitome of
culture and spirit of the country,
socially, a dignified concentration of human life,
aspirations and endeavors and achievements,
and economically as productive,
self – contained community."

Pres. Manuel L. Quezon

HISTORICAL BACKGROUND OF QUEZON CITY

October 12, 1939	QC was created through Commonwealth Act No. 502
January 1, 1942	QC was incorporated to Greater Manila through E.O. 400
January 17, 1948	RA No. 333 made Quezon City the capital of the Philippines
January 2, 1949	QC regained its separate political existence from Greater Manila through R.A. 45
October 12, 1949	QC was formally inaugurated as the national capital of the Philippines
January 24, 1975	President Marcos issued P.D. 940 designating Metropolitan Manila as the Capital
July 1, 2001	Mayor Feliciano "Sonny" Belmonte, Jr. assumed the leadership of the Quezon City government, instituting effective governance as the focus of his administration.

VISION

The Quezon City Government envisions itself to be:

"A model of effective governance and responsible leadership, working in partnership with the citizenry in building a **Quality Community**."

MISSION

"It is our mission to provide quality service, which will make Quezon City an ideal community where people live, work, and do business in a hospitable, progressive, and peaceful environment."

Quezon City Elective Officials

Hon. Feliciano Belmonte, Jr.
City Mayor

Hon. Herbert M. Bautista
Vice Mayor

Quezon City Councilors

District I
Hon. Rommel R. Abesamis
Hon. Victor V. Ferrer, Jr.
Hon. Francisco A. Calalay, Jr.
Hon. Elizabeth A. Delarmente
Hon. Joseph P. Juico
Hon. Bernadette R. Herrera – Dy

District II
Hon. Voltaire Godofredo Liban III
Hon. Aiko S. Melendez
Hon. Allan Butch R. Francisco
Hon. Eric Z. Medina
Hon. Ramon P. Medalla
Hon. Winston T. Castelo

District III
Hon. Jorge B. Banal, Jr.
Hon. Julian M.L. Coseteng
Hon. Franz S. Pumaren
Hon. Wencerom Benedict C. Lagumbay
Hon. Diorella Maria G. Sotto – De Leon
Hon. Dante M. De Guzman

District IV
Hon. Edcel B. Lagman, Jr.
Hon. Alma F. Montilla
Hon. Antonio C. Inton, Jr.
Hon. Janet M. Malaya
Hon. Bayani V. Hipol
Hon. Restituto B. Malañgen

Sectoral Representatives
Hon. Xyrus L. Lanot – Ex – Officio Member; ABC (President, Liga ng mga Barangay)
Hon. Junie Marie L. Castelo – Chairman, Sangguniang Kabataan

Quezon City Appointive Officials

Mr. Salvador M. Enriquez – Head
Technical Assistance Committee

Dr. Victor B. Endriga – City Treasurer
Office of the City Treasurer (CTO)

Atty. Eugenio V. Jurilla – Secretary to the Sanggunian
Office of the Secretary to the Sanggunian

Mr. Tomasito L. Cruz – Officer – In – Charge
City Planning & Development Office (CPDO)

Arch. Pedro P. Rodriguez, Jr. – Chief
Subdivision Administration Unit (SAU)

Mr. Zaldy A. Dela Rosa – City Gov't. Dept. Head III
Parks Administration & Development Department (PDAD)

Dr. Edgardo B. Salud – Director of Hospital
Quezon City General Hospital (QCGH)

Atty. Christian B. Valencia – Acting City Legal Officer
City Legal Office

Mr. Ramon A. Matabang – City Civil Registrar
City Civil Registry Office (CCRO)

Hon. Claro A. Arellano – City Prosecutor
Office of the City Prosecutor (CPrO)

Mr. Albert A. Seno – Officer – In – Charge
Community Relations Office (CRO)

Mr. Gregorio T. Banacia – City Gov't. Office Head
Public Affairs & Information Services Office (PAISO)

Mr. Ramon T. Asprer – City Gov't. Office Head
Urban Poor Affairs Office (UPAO)

Ms. Bella L. Fernandez – City Budget Officer
City Buget Office (CBO)

Mrs. Editha V. Alzona – City Accountant
City Accounting Department

Dr. Teofista L. Pajara – City Assessor
Office of the City Assessor

Quezon City Appointive Officials

Dr. Ma. Paz D. Ugalde – City Health Officer III
Quezon City Health Department (QCHD)

Mrs. Ma. Teresa M. Mariano – Social Welfare & Development Officer
Social Services Development Department (SSDD)

Ms. Marlene S. Aguilar – City Personnel Officer
City Personnel Office (CPO)

Atty. Victoria L. Loanzon – Officer – In – Charge / Special Asst. to the Mayor
Cultural & Tourism Affairs Office (CTAO) / Office of the City Mayor

Ms. Emelita L. Villanueva – City Superintendent of Libraries
Quezon City Public Library (QCPL)

Mr. Carlos I. Verzonilla – Communications Service Officer
Radio Communications Service

Dr. Eduardo F. Aldana – Director of Hospital
Novaliches District Hospital (NDH)

Mr. Rolando P. Montiel – City Gen. Services Officer
City General Services Office (GSO)

Atty. Paquito N. Ochoa, Jr. – City Administrator
City Administrator's Office (C.A.)

Engr. Joselito B. Cabungcal – Officer – In – Charge
Department of Engineering

Ms. Eden R. Villanueva – Officer – In - Charge
Administrative Management Office (AMO)

Mr. Conrado E. Buenaventura – Officer – In – Charge
Office for Senior Citizens Affairs (OSCA)

Dr. Ofelia Carague – Director
Quezon City Polytechnic

Mr. Adriano I. Apostol – City Gov't. Asst. Dept. Head III / Concurrent Officer – In – Charge
Amoranto Sports Complex

Mr. Rogelio L. Reyes – Officer – In – Charge
Scholarship & Youth Development Program (SYDP)

Mr. Marlowe Y. Jacutin – Head
Task Force COPRISS

Quezon City Appointive Officials

Mr. Ignacio Santos Diaz – Head
Industrial Relations Office (IRO)

Mr. Neil R. Lina – Officer – In – Charge
Market Development & Administration Department (MDAD)

Mr. Pacifico F. Maghacot – City Gov't. Dept. Head III /
Asst. City Administrator for General Affairs
Business Permits & Licensing Office (BPLO)

Mr. Tadeo N. Palma – Secretary to the Mayor
Office of the City Mayor (OCM)

Mr. Manuel N. Sabalza – City Gov't. Dept. Head III
Department of Public Order & Safety (DPOS) / Asst. City Administrator for Operations

Major Oscar B. Villegas – City Fire Marshall
QC Fire Department / Bureau of Fire Protection – DILG

Mr. Alberto M. Galarpe – Chairman
Liquor Licensing Regulatory Board (LLRB)

Ms. La Rainne A. Sarmiento – Officer – In – Charge
Task Force Sikap Buhay

Ms. Frederika C. Rentoy – City Gov't. Dept. Head III
Environmental Protection & Waste Management Department (EPWMD)

Dr. Victoria Q. Fuentes – Schools Division Superintendent
Division of City Schools (DCS)

Hon. Vicente Baclig – Executive Judge
Regional Trial Court (RTC)

Hon. Ralph S. Lee – Executive Judge
Metropolitan Trial Court (MTC)

Dr. Manuel S. Alba – Senior Adviser
Office of the City Mayor (OCM)

Ms. Mary Ruby Palma – Head,
Gender & Development Resources & Coordinating Office (GADRCO)

P/Supt. Elmo DG San Diego - Chief of Quezon City Hall Detachment, **Central Police District Command – PNP**

Norms of Conduct (R.A. 6713)

The following norms of conduct are expected of every Quezon City Government employee:

1. **Commitment to Public Interest** – Public officials and employees are expected to always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly, and economically, particularly to avoid wastage in public funds and revenues

2. **Professionalism** – Public officials and employees must perform and discharge their duties with the highest degree of excellence, intelligence, and skill. They must enter public service with utmost devotion and dedication to duty. They must also endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage

3. **Justness and Sincerity** – All public officials and employees must remain true to the people at all times. They must act with justness and sincerity and must not discriminate others against anyone, especially the poor and the underprivileged. They are expected to respect at all times the rights of others, and must refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety, and public interest. They are not to dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs

4. **Political Neutrality** – They must provide service to everyone, regardless of party affiliation or preference, without discrimination

5. **Responsiveness to the Public** – All officials and employees must extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by public interest, public officials and employees must provide information on their policies and procedures in clear and understandable language. Officials and employees must ensure openness of information by public consultations and hearings whenever appropriate. They must encourage suggestions,

simplify, and systematize policies, rules and procedures, and avoid red tape. Lastly, they must develop an understanding and appreciation of the socio – economic conditions prevailing in the country, especially in depressed rural and urban areas

6. **Nationalism and Patriotism** – Government officials and employees must be loyal at all times to the Republic and to the Filipino people, promote the use of locally-produced goods, resources and technology, and encourage appreciation and pride of country and people. They must endeavor to maintain and defend Philippine sovereignty against foreign intrusion

7. **Commitment to Democracy** – Government officials and employees must commit themselves to the democratic way of life and values, maintain and/or observe the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They must at all times uphold the Constitution and put loyalty to country above loyalty to persons or party

8. **Simple Living** – Public officials and employees and their families are expected to lead modest lives appropriate to their positions and income. They must not indulge in extravagant or ostentatious display of wealth in any form.

DISCIPLINE

- Generally refers to person's self-control, character, or orderliness and efficiency usually developed through training
- Serves as a mechanism for control of the temperament, interest, and action of people within the organization
- Helps coordinate government goals and public interests

Basic Policy:

Public office is a public trust. *Public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty and efficiency, act with patriotism and justice, and lead modest lives.*

The Constitution and the Omnibus Rules Implementing Book V of E.O. No. 292 provide that no officer or employee in the Civil Service shall be removed or suspended except for cause as provided by law and after due process. One cannot be removed or suspended without having a chance to defend himself/herself. Officers and employees can invoke security of tenure as long as they are competent, honest, and productive. If an officer or employee violates the norms of acceptable behavior befitting a government officer and employee, he/she may be separated from the service.

Habitual Absenteeism and Tardiness

An officer or employee shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the Leave Law for at least three (3) months in a semester or at least three (3) consecutive months during the year. Absences exceeding 2.5 days per month supported by an approved leave of absence do not constitute habitual absenteeism.

Any employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year. If an employee has incurred ten (10) times or more tardiness during the month of June, then he/she should not be late 10 times in July, also of the same year.

ATTENDANCE

Hours of Work

City officials and employees shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. The rendition of overtime service may be authorized in the interest of the public service consistent with existing laws, rules, and regulations.

Mealtimes

One 15-minute snack break each in the mid-morning and mid-afternoon, and an hour for lunch from 12:00 – 1:00 P.M. are the allowable mealtimes. All personnel are encouraged to conscientiously observe these.

Discipline

Daily Record of Attendance

The prescribed office hours shall be strictly observed and properly documented in a daily record of attendance and whenever possible registered on the bundy clock. Elective officials, department/office/task force/unit heads need not punch in the bundy clock, but attendance and all absences of such officers must be recorded.

Employees must punch their own time cards. They are strictly prohibited from punching the time of another. Anyone caught doing so shall be given the appropriate sanctions.
Employees are required to accomplish and submit their Daily Time Record (DTR) at the end of each month.

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Application and Types of Leave

Application for Leave of Absence

Leave of Absence is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law. Applications for leave of absence for one full day or more shall be submitted on the prescribed form for action by the proper authority/ies.

Types of Leave

1. **SICK LEAVE**

   leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his/her immediate family should be filed immediately upon the employee's return from such leave in excess of five (5) days, must be accompanied by a proper medical certificate.
   employee should notify immediate supervisor and/or Head of Office if he/she cannot report for work

2. **VACATION LEAVE**

   leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service

   must be filed five (5) days in advance

3. **FORCED LEAVE**

   mandatory annual 5-day vacation leave

   may be disapproved upon application due to the exigency of the service; hence, the employee can still earn the 5-day leave credit

   forfeited if not taken during the year

4. **MATERNITY LEAVE**

leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave, which also covers miscarriage and abortion

a female employee who wants to report back to duty before the expiration of her maternity leave may do so, as long as a physician's certification is presented that the employee is already physically fit for work

5. **PATERNITY LEAVE**

the privilege granted to a married male employee allowing him not to report for work for seven (7) days while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage.

6. **TERMINAL LEAVE**

refers to money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date / voluntary separation

7. **SPECIAL PRIVILEGE LEAVE (MC No. 06, s. 1999)**

non-cumulative and non-convertible to cash

leave of absence, which officials and employees may avail of for a maximum of three (3) days annually over and above the vacation, sick, maternity and paternity leaves to mark personal milestones, attend to parental and filial obligations, address personal transactions, domestic emergencies, and force majeure events that affect the life, limb, and property of the employee or his immediate family

8. **RELOCATION LEAVE**

a special leave privilege granted to an official/employee when ever he/she transfers residence

9. **REHABILITATION LEAVE**

leave of absence on account of wounds or injuries incurred in the performance of duty must be supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty on full pay, but not to exceed six (6) months and shall not be charged against sick leave or vacation leave includes payment of medical attendance, necessary transportation, subsistence, and hospital fees

10. **PARENTAL LEAVE (Solo Parent Act – R.A. 8972)**

not more than seven (7) working days per year to enable the solo parent to perform parental duties and responsibilities where physical presence is required provided that the solo parent has rendered at least one (1) year of service (continuous or aggre gate), has notified the proper authorities of availment thereof within a reasonable time, and has presented a Solo Parent I.D.

11. **STUDY LEAVE**

shall not exceed six (6) months with pay to assist qualified officials and employees to prepare for their Bar or Board Examinations or to complete their masteral degree should the employee be permitted to go on study leave for 1 month to 3 months, he/she shall be obliged to render 2 years of service failure to render service obligation on account of voluntary resig nation, optional retirement, separation from the service through his own fault, or other cause within his control shall result to him refunding the gross salary, allowances, and other benefits that he received.

Leave Credits and Monetization

Commutation of Leave Credits

This refers to conversion of unused leave credits to their corresponding money value.

Cummulation of Leave Credits

This refers to incremental acquisition of unused leave credits by an official or employee.

Employees earn 1.25 sick leave and 1.25 vacation leave credits each month, accumulating to 15 sick leave and 15 vacation leave credits in a year.

Tardiness and Undertime are deducted from vacation leave credits. Undertime shall be charged against sick leave credits only when it is due to health reasons, and should be supported by a medical certificate.

Monetization

CSC MC No.38, s-98 This is equivalent to the money value of each regular employee's 10 accrued leave credits.

MC No. 16, s. 2002 Monetization of fifty (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as:

° Health, medical, and hospital needs of the employee and the immediate members of his family

° Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake, and accidents that affect the life, limb, and property of the employee and his/her immediate family

Educational needs of the employee and the immediate members of his/her family

Leave Credits and Monetization

Payment of mortgages and loans, which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family

In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter, and clothing

The monetization of 50% or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.

DRESS CODE

Generally, the prescribed Quezon City Government Agency uniforms for its male and female employees are worn from Monday to Thursday, with the following occupational groups as exemptions:

° Members of the medical corps;
° Members of the police force and its auxiliaries;
° Maintenance personnel and laborers;
° Contractual personnel;
° Those in mourning / on the family way;
° City Officials (Mayor, Vice Mayor, Councilors, Depart ment / Office Heads)

In keeping with the nature of their respective jobs / assignments, the exempted employees shall wear their respective group uniforms. Likewise, all employee groups are advised to wear the appropriate footwear.
On Friday, the designated washday, employees may wear civilian clothes. For emphasis, the following are prohibited attire consistent with CSC MC#19, s.2000:

° Gauzy, transparent, or net-like shirt or blouse

- Sando, strapless, or spaghetti-strap blouse (unless worn as undershirt), tank tops, blouse with over-plunging necklines
- Micro-mini skirt, walking shorts, cycling shorts, leggings, tights, jogging pants
- Rubber sandals, rubber slippers, "bakya"
- Also prohibited is the ostentatious display of jewelry and the wearing of heavy or theatrical make-up

OFFICE DECORUM

City officials and employees are expected to act and conduct themselves in a professional way, observe good manners, and exhibit behavior befitting civil servants.

Conformably, they must not come to work under the influence of either alcohol / intoxicating beverages or illegal drugs or both. Loafing and loitering are not allowed, and so is boisterous laughter. Everyone is enjoined to speak in subdued tones and be careful with his/her choice of words when dealing with their subordinates, peers, supervisors, and the transacting public.

City personnel are encouraged to have a pleasant and cheery disposition when dealing with clients. If they are not authorized or do not have the capacity to deal with office clients themselves, they are to refer the client to the staff who can help them. Those attending to the public must not make the person wait for more than five (5) minutes before attending to his/her concern. If the personnel a client wants to see or transact business with is occupied or away, advise the client to take a seat in the waiting lounge, or refer him/her to another personnel who may be of help.

The use of telephone should be limited to three (3) minutes. Whenever possible, do not let the telephone ring more than three (3) times before answering an incoming call. When taking a message for someone, remember to jot down the name of the caller, place of business (if any), the message, and for whom the call is intended. Proper telephone etiquette should be observed at all times.

Sec. 22 of Rule XIV of the Omnibus Rules Implementing Book V of E.O. No. 292 (please refer to the last page) categorizes offenses according to:

- GRAVE OFFENSES WITH DISMISSAL AS 1ST OFFENSE
- GRAVE OFFENSES WITH SUSPENSION FOR 6 MONTHS AND 1 DAY TO 1 YEAR AS 1ST OFFENSE, AND DISMISSAL AS 2ND OFFENSE
- LESS GRAVE OFFENSES WITH SUSPENSION FOR 1 MONTH AND 1 DAY TO SIX MONTHS AS 1ST OFFENSE, AND DISMISSAL AS SECOND OFFENSE
- LIGHT OFFENSES WITH REPRIMAND AS 1ST OFFENSE, SUSPENSION FOR 1 TO 30 DAYS AS 2ND OFFENSE, AND DISMISSAL AS 3RD OFFENSE

EMPLOYEES' BENEFITS

Benefits Required by Law

1. **GOVERNMENT SERVICE INSURANCE SYSTEM (GSIS)**

   - Employees' Compensation Insurance Premiums (given to employees who suffer work-related sicknesses or injury resulting in disability)
   - life and retirement benefits
   - salary loan
   - policy loans
   - emergency loans
   - status of all transactions with the GSIS can now be viewed online thru the E-Card

2. **PAG – IBIG (HOME DEVELOPMENT MUTUAL FUND)**

   housing loans

3. **PHILHEALTH**

   covers part of an employee's hospitalization, surgical, and medical expenses

4. **ADDITIONAL COMPENSATION ALLOWANCE (ACA)**

   equivalent to P500.00 per month / P6,000.00 per annum

5. **PERSONAL ECONOMIC RELIEF ALLOWANCE (PERA)**

   equivalent to P500.00 per month / P6,000.00 per annum

6. **REPRESENTATIONAL AND TRAVELING ALLOWANCE (RATA)**

   commutable allowance for employees with SG – 24 to SG – 30

7. **SUBSISTENCE AND LAUNDRY ALLOWANCE**

   pursuant to R.A. 7305

   given to all medical and paramedical personnel (SSDD, Division of City Schools, NDH, QCHD, QCGH employees)

8. **HAZARD PAY**

   3% of basic salary

   given to employees who, by nature of their work, are constantly exposed to danger, toxicity, and other health risks (NDH, QCHD, QCGH employees)

9. **NIGHT SHIFT DIFFERENTIAL**

   pursuant to R.A.7305

   a certain percentage of an employee's salary, in addition to the regular and overtime pay, for services rendered between 10:00 PM until 6:00 AM

   given to QCGH and NDH employees

10. **OVERTIME PAY**

    payment given to an employee who has rendered work beyond the regular working hours

11. **13th MONTH PAY**

equivalent to one month salary

1st - half is given to employees in May, commonly referred to as the "Mid-Year Bonus"; 2nd half is given usually in November, commonly referred to as the "Year-End Bonus"

12. **SALARY INCREMENTS**

given to an employee who has rendered at least three (3) years of continuous satisfactory service in the same position shall be incorporated in the salary adjustment following the Joint DBM LBC No.74, s. 01 & DBM-CSC Circular No. 1, s.90 (effective January 1, 2003)

Voluntary Incentives / Benefits

1. **LONGEVITY PAY**

granted to an employee after 5 years of service

P100.00 per month

2. **LOYALTY INCENTIVE GRANT**

granted to an employee after 10 years in the service

equivalent to P1,000.00, plus P100.00 per month

3. **CLOTHING ALLOWANCE**

equivalent to P5,000.00 per year

4. **PRODUCTIVITY INCENTIVE BENEFITS (PIB)**

equivalent to P2,000.00 after one year of service

subject to guidelines set by the City Personnel Officer

5. **HONORARIA**

Consultants' and Specialists' fees

6. **ALLOCATION FOR INCENTIVE ALLOWANCE**

given to CTO personnel who are handling cash

7. **ATTENDANCE IN SEMINARS, CONFERENCES, CONVENTIONS**

priority is given to permanent employees

registration, accommodation (if any), transportation fees, and other incidental expenses are charged to the Training Fund of the City Personnel Office if authorized to attend ON OFFICIAL BUSINESS

payment of salary if authorized to attend ON OFFICIAL TIME

8. **EDUCATIONAL ASSISTANCE**

reimbursement for school tuition or continuing education

9. **FINANCIAL ASSISTANCE**

10. **CASH GIFT**

equivalent to P5,000.00 a year

1st half is given in May; 2nd half is given in December

Dress Code · Office Decorum Employees' Benefits

11. **GOOD GOVERNANCE PAY**

supported by DBM Circular No.2001 – 02 dated Nov. 12, 2001 on the subject, "Clarification on the Use of Available Agency Funds to Pay Extra Christmas Bonus or Similar Cash or Non - Cash Benefit for Government Personnel" quivalent to one – half month salary, usually given in December

12. **INCENTIVE GRANT PAY**

covered by City Council per Ordinance No. SP-262,s-95 equivalent to one – half month salary, usually given in January

13. **ANNIVERSARY BONUS**

pro-rated, given to all employees in celebration of Quezon City's Anniversary, equivalent to P3,000.00 if employed at Quezon City Hall for 1 year onwards

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Other Incentives

1. **COMPENSATORY TIME – OFF / "OFFSETTING"** – granted to an employee who has worked beyond his regular office hours without overtime pay

2. **FLEXITIME** – work arrangement allowed for employees to work another 8-hour shift, instead of the regular working hours of 8:00 AM – 5:00 PM, provided that they have valid reasons and have obtained the approval of the Head of the Department / Office

3. **FLEXIPLACE / "OFFICIAL BUSINESS** – work arrangement allowed for qualified employees who have demonstrated responsibility, initiative, and capacity to produce output / result and accomplishment outside of the workplace, subject to established guidelines

4. **PERSONAL GROWTH OPPORTUNITIES / TRAININGS / SCHOLARSHIP GRANTS** – incentives which incentives which may be in the form of attendance in conferences on official business, member ship in professional organizations, books, journals, tapes, travel packages, and other learning opportunities.

Grave Offenses

Sec. 22 of Rule XIV of the Omnibus Rules Implementing Book V of E.O. No. 292 categorizes offenses according to:

GRAVE OFFENSES WITH DISMISSAL AS 1ST OFFENSE

a. Dishonesty
b. Gross neglect of duty
c. Grave misconduct
d. Being notoriously undesirable
e. Conviction of a crime involving moral turpitude
f. Falsification of official document
g. Physical or mental incapacity or disability due to vicious habits
h. Engaging directly or indirectly in partisan political activities by one holding non-political office
i. Receiving for personal use of a fee, gift, or other valuable thing in the course of official duties or in connection therewith when such fee, gift, or other valuable thing is given by any person in the hope of expectation of receiving a favor or better treatment than that accorded to other persons or committing acts punishable under the anti-graft laws
j. Contracting loans of money or other property from persons with whom the office of the employee has business relations
k. Soliciting or accepting directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value which in the course of his official duties or in connection with any operations being regulated by, or any transaction which may be affected by the functions of his office. The propriety or impropriety of the foregoing shall be determined by its value, kinship, or relationship between giver and receiver, and the motivation. A thing of monetary value is one which is evidently or manifestly excessive by its very nature
l. Disloyalty to the Republic of the Philippines and to the Filipino people
m. Nepotism

Grave Offenses

GRAVE OFFENSES WITH SUSPENSION FOR 6 MONTHS AND 1 DAY TO 1 YEA1R AS 1ST OFFENSE, AND DISMISSAL AS 2ND OFFENSE:

a. Oppression
b. Disgraceful and immoral conduct
c. Inefficiency and incompetence in the performance of official duties
d. Absenteeism / Tardiness - Frequent unauthorized absences, loafing or frequent unauthorized absences from duty during regular office hours

**In discretion of the Head of any department, agency, or office, any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave*

e. Refusal to perform official duty
f. Gross insubordination
g. Conduct grossly prejudicial to the best interest of the service
h. Directly or indirectly having financial and material interest in any transaction requiring the approval of his office. Financial and material interest is defined as pecuniary or proprietary interest by which a person will gain or lose something.

i. Owning, controlling, managing, or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised, or licensed by his office, unless expressly allowed by law
j. Engaging in the private practice of his profession unless

Grave Offenses

authorized by the Constitution, law, or regulation, provided that such practice will not conflict with his official functions

k. Disclosing or misusing confidential or classified information officialiy known to him by reason of his office and not made available to the public, to further his private interest or give undue advantage to anyone or to prejudice the public interest

l. Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public

LESS GRAVE OFFENSES WITH SUSPENSION FOR 1 MONTH AND 1 DAY TO SIX MONTHS AS 1ST OFFENSE, AND DISMISSAL AS SECOND OFFENSE:

a. Simple neglect of duty
b. Simple misconduct
c. Gross discourtesy in the course of official duties
d. Gross violation of existing Civil Service Law and Rules of Serious Nature
e. Insubordination
f. Habitual drunkenness
g. Recommending any person to any position in a private enterprise which has a regular or pending official transaction with his office unless such recommendation or referral is mandated by 1) Law, or 2) international agreements, commitment, and obligation, or as part of the function of his office
h. Unfair discrimination in rendering public service due to party affiliation or preference
i. Failure to file sworn statements of assets and liabilities and networth, and disclosure of business interest and financial connections including those of their spouses and unmarried children under 18 years of age living in their households

j. Failure to resign from his position in the private business enterprise within 30 days from assumption of public office when conflict of interest arises and/or failure to divest himself of his shareholdings or interest in private business enterprise within 60 days from assumption of public office when conflict of interest arises: Provided, however, that where a conflict of interest arises for those who are already in the service, the official or employee must either resign or divest himself of said interest within the periods herein-above; provided, reckoned from the date when the conflict of interest had arisen

LIGHT OFFENSES WITH REPRIMAND AS 1ST OFFENSE, SUSPENSION FOR 1 TO 30 DAYS AS 2ND OFFENSE, AND DISMISSAL AS 3RD OFFENSE:

a. Discourtesy in the course of official duties
b. Improper or unauthorized solicitation of contributions from subordinate employees and by teachers of school officials from school children
c. Violation of reasonable office rules and regulations, which shall include Habitual Tardiness
d. Gambling prohibited by Law
e. Refusal to render overtime service
f. Disgraceful, immoral, or dishonest conduct prior to entering the service
g. Borrowing money by superior officers from subordinates
h. Lending money at usurious rates of interest

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Grave Offenses

i. Willful failure to pay just debts

j. Willful failure to pay taxes due to the government

k. Pursuit of private business, vocation or profession without the permission required by civil service rules and regulations l. Lobbying for personal interest or gain in legislative halls and offices without authority

m. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases if there is no prior authority

n. Failure to act promptly on letters and request within fifteen (15) days from receipt, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees

o. Failure to attend to anyone who wants to avail himself / herself of the services of the office, or act promptly and expeditiously on public transaction

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Pilipinas Kong Mahal

Ang bayan ko'y tanging ikaw
Pilipinas kong mahal
Ang puso ko at buhay man
sa iyo'y ibibigay
Tungkulin kong gagampanan
na lagi kang paglingkuran
ang laya mo'y babantayan
Pilipinas kong hirang

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Awit ng Lungsod Quezon

Lungsod Quezon, aming mahal
Araw mo ay saganang tunay,
Sa amin ang alab mo'y buhay,
Sa'yo buong sigla kaming nagpupugay.

Dito ilaw ang diwa mo.
Hiyas ka ng bayang sinisinta,
Dito'y nupling mithiing banal
Sa'yo ang pag-ibig namin at dangal.

Lungsod Quezon, aming mahal
Araw mo ay saganang tunay,
Sa amin ang alab mo'y buhay,
Sa'yo buong sigla kaming nagpupugay.

Lungsod Quezon, aming mahal
Pugad ka ng laya't kagitingan,
Dito'y nupling mithiing banal
Sa'yo ang pag-ibig namin at dangal,
Sa'yo ang pag-ibig namin at buhay

NOTES: