



Division Memorandum  
No. 257, s. 2019

TO: GUJILDE, RODEL R.  
ADAS-III

FROM: **MARILOU B. DEDUMO, Ph. D., CESO V**  
Schools Division Superintendent

SUBJECT: **NOTICE TO EXPLAIN RE: FREQUENT UNAUTHORIZED TARDINESS**

DATE: May 28, 2019

Section 2 (N) of DepEd Order No. 49, series of 2006 provides that frequent unauthorized absences or tardiness in reporting of duty is one of the grounds of disciplinary action.

Consolidated Record from January to December 2018 and January to April 2019 shows that you have been habitually tardy for 55 times, you have fallen short of the stringent standard of conduct demanded from every public servant.

As stated in the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713), public servants shall always be accountable to the people and shall discharge their duties with utmost responsibility, integrity and competence.

By being habitually tardy, you fell short of the standard required under RA 6713. In observance of the due process and fair play, you are hereby required to explain why no administrative action should be filed against you. Include in your explanation your action plan/ pledge for commitment on how minimize or totally avoid instances of tardiness in the future.

For strict compliance.

Breakdown	
Month/Year	Number of Tardiness
2018	4
2019	
January	19
February	11
March	13
April	8
Total	55