

[ADMINISTRATIVE ORDER NO. 4, July 09, 1998]

**DROPPING MS. MARIVIC V. BONITA FROM THE ROLLS OF THE
DEPARTMENT OF FOREIGN AFFAIRS**

This refers to the case of Ms. Marivic V. Bonita, Foreign Service Officer, Class II, who has been absent without leave (AWOL) from the Department of Foreign Affairs since 17 March 1997.

Ms. Bonita's official tour of duty at the Philippine Consulate-General in Agana ended on 05 August 1996 under DFA Administrative Order No. 359-96 dated 20 May 1997. While still in Guam, however, she applied for and was granted a leave of absence for medical reasons during the period 30 September 1996-14 March 1997, or a total of 116 working days. She was obliged to work on 17 March 1997 but failed to do so. Consequently, on 25 March 1997, Ms. Bonita was given a warning by the Department on her AWOL status and was directed to report to work within five (5) days from receipt of said notice.

On 09 April 1997, Ms. Bonita conveyed to the Department her regret for failing to comply with the order to report for work and her intention to resign from government service due to disability. Upon her request, the Department advised her on 14 April 1997 on the steps involved in the process of resignation from the service. No further word was received from Ms. Bonita until she appeared in person in the Department on 10 July 1997 to express her intention to report for work beginning 01 August 1997. She belatedly filed vacation and sick leave applications covering the period 17 March to 31 July 1997, approval of which was held in abeyance pending submission of written explanations on her failure to comply with the Department's return-to-work order, on her absences without an approved leave from 17 March 1997 to 10 July 1997 (a total of 116 calendar days) and on her continued failure to settle several outstanding debts she incurred in Guam.

In a memorandum dated 06 August 1996, Ms. Bonita informed the Department that she would submit her explanation on 07 August 1997 to date (24 March 1998), therefore, her absences without an approved leave total 363 calendar days.

WHEREFORE, in accordance with Civil Service Memorandum Circular No. 12, series of 1994, which states that:

"a. An officer or employee who is continuously absent without approved leave (AWOL) for at least thirty (30) calendar days shall be separated from the service or dropped from the rolls without prior notice. He shall however be informed of his separation from the service not later than five (5) days from its effectivity which shall be sent to the address appearing on his 201 file; and

"b. If the number of unauthorized absences incurred is less than thirty (30) calendar days, written return work order shall be served on the official or employee at his last known address on record. Failure on his