

EN BANC

[A.M. NO. 2005-27-SC, March 31, 2006]

RE: DROPPING FROM THE ROLLS OF MS. CAROLYN C. ARCANGEL

D E C I S I O N

CORONA, J.:

This administrative matter concerns Ms. Carolyn C. Arcangel, human resource management assistant in the Leave Division of the Office of the Court Administrator (OCA).

On August 25, 2005, Ms. Gloria P. Kasilag, SC chief judicial staff officer in the Employees Leave Division of the Office of Administrative Services (OAS), referred Ms. Arcangel's absence without official leave (AWOL) since July 21, 2005 to the Complaints and Investigation Division of the OAS. The OAS immediately sent a memorandum^[1] to Ms. Arcangel at her residence directing her to report back for work within five days from receipt thereof and to submit an explanation why no disciplinary action should be taken against her for violation of Civil Service rules and regulations.

On September 2, 2005, Ms. Arcangel submitted her explanation. She claimed that, together with her mother and brother, she personally took care of an aunt who had been hospitalized from July 18, 2005 to the second week of August 2005 due to a fractured hip bone. It was allegedly never her intention to absent herself from work but her duty to a relative who was in need of care and attention prevented her from performing her responsibilities as an employee of the Court. She further alleged that she got sick and was almost hospitalized due to fatigue and exhaustion, thus her prolonged absence.

On October 12, 2005, Ms. Hermogena F. Bayani, SC chief judicial staff officer in the Leave Division of the OCA, sought the help of the OAS in serving her letter dated October 6, 2005 on Ms. Arcangel. The letter directed her to explain why the leave cards of some lower court personnel in her custody were missing. She was required to turn over the leave cards and other pertinent documents in her possession to the Leave Division of the OCA within forty-eight hours from receipt of the letter.^[2]

In her October 21, 2005 memorandum, Atty. Eden Candelaria, Deputy Clerk of Court and chief of the OAS, stated that Ms. Arcangel had neither reported back for work nor filed an application for a leave of absence. She likewise failed to account for the missing leave cards in her possession. Atty. Candelaria recommended that Ms. Arcangel be dropped from the rolls since she had been on AWOL for three months already.

To date, Ms. Arcangel still has not reported for work.