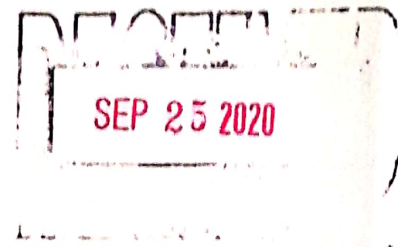




Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SEPTEMBER 25, 2020

No. 125, series of 2020

**REITERATION OF CIVIL SERVICE COMMISSION MEMORANDUM CIRCULAR NO. 4,
 SERIES OF 2011 ON THE POLICY GUIDELINES ON THE PROHIBITION ON THE
 CONSUMPTION OF ALCOHOLIC BEVERAGES AMONG GOVERNMENT OFFICIALS AND
 EMPLOYEES**

To: **Assistant Schools Division Superintendent
 Curriculum Implementation Division Chief
 School Governance and Operations Division Chief
 Public School District Supervisor
 Education Program Specialists
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel of SDO-Abra
 All Others Concerned**

1. Pursuant to Civil Service Commission (CSC) Resolution No. 1100039 promulgated on January 10, 2011, the Schools Division Office of Abra hereby reiterates the strict implementation of CSC Memorandum Circular No. 4, series of 2011, on the Policy Guidelines on the Prohibition on the Consumption of Alcoholic Beverages among Government Officials and Employees.
2. Under the said Memorandum Circular, the following are **prohibited acts**:
 - a. **General Prohibition on Consumption of Liquor** – As a rule, the consumption of alcoholic beverages such as, but not limited to, malt beverages, wine and intoxicating liquor, in the workplace among government officials and employees during office hours is prohibited.
 - b. **Distinct offense from habitual drunkenness** – It must be stressed that the mere consumption of alcoholic beverages in the workplace during office hours as well as reporting for work while under the influence of alcohol shall be considered as administrative offenses separate and distinct from the offense of Habitual Drunkenness.
3. Considering the foregoing, officials and employees who consume intoxicating liquor and other alcoholic beverages during office hours, as well as those reporting for work while under the influence of alcohol, shall be held liable for **Simple Misconduct** and shall be imposed the **penalties** provided under existing rules, as follows:
 - a. **1st Offense** – Suspension 1 month, 1 day to 6 months;
 - b. **2nd Offense** – Dismissal
4. Immediate dissemination of, and strict compliance with this Memorandum is directed.

GLORIA B. BUYA-AO
 Schools Division Superintendent

OSDS/LSU JMT



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