

CHAPTER 6
RIGHT TO SELF-ORGANIZATION

Section 46. Discipline: General Provisions. -

- (a) No officer or employee in the Civil Service shall be suspended or dismissed except for cause as provided by law and after due process.
- (b) The following shall be grounds for disciplinary action:
- (1) Dishonesty;
 - (2) Oppression;
 - (3) Neglect of duty;
 - (4) Misconduct;
 - (5) Disgraceful and immoral conduct;
 - (6) Being notoriously undesirable;
 - (7) Discourtesy in the course of official duties;
 - (8) Inefficiency and incompetence in the performance of official duties;
 - (9) 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 or expectation of receiving favor or better treatment than that accorded other persons, or committing acts punishable under the anti-graft laws;
 - (10) Conviction of a crime involving moral turpitude;
 - (11) Improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from school children;
 - (12) Violation of existing Civil Service Law and rules or reasonable office regulations;
 - (13) Falsification of official document;
 - (14) Frequent unauthorized absences or tardiness in reporting for duty, loafing or frequently unauthorized absence from duty during regular office hours;
 - (15) Habitual drunkenness;
 - (16) Gambling prohibited by law;
 - (17) Refusal to perform official duty or render overtime service;
 - (18) Disgraceful, immoral or dishonest conduct prior to entering the service;

- (19) Physical or mental incapacity or disability due to immoral or vicious habits;
- (20) Borrowing money by superior officers from subordinates or lending by subordinates to superior officers;
- (21) Lending money at usurious rates or interest;
- (22) Willful failure to pay just debts or willful failure to pay taxes due to the government;
- (23) Contracting loans of money or other property from persons with whom the office of the employee concerned has business relations;
- (24) Pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations;
- (25) Insubordination;
- (26) Engaging directly or indirectly in partisan political activities by one holding a non-political office;
- (27) Conduct prejudicial to the best interest of the service;
- (28) Lobbying for personal interest or gain in legislative halls and offices without authority;
- (29) 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;
- (30) Nepotism as defined in Section 60 of this Title.

(c) Except when initiated by the disciplining authority, no complaint against a civil service official or employee shall be given due course unless the same is in writing and subscribed and sworn to by the complainant.

(d) In meeting out punishment, the same penalties shall be imposed for similar offenses and only one penalty shall be imposed in each case. The disciplining authority may impose the penalty of removal from the service, demotion in rank, suspension for not more than one year without pay, fine in an amount not exceeding six months' salary, or reprimand.