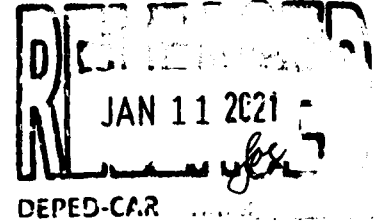




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



REGIONAL MEMORANDUM  
008.2021

January 04, 2020

**Reiteration of CSC Resolution No. 1100039 entitled “The Policy Guidelines on the Prohibition on the Consumption of Alcoholic Beverages among Government Officials and Employees”**

To: ALL Regional Office Employees  
ALL Schools Division Office Employees  
ALL School Employees  
All others concerned

1. This is to remind and reiterate CSC Resolution No. 1100039 regarding consumption of alcoholic beverages of government officials and employees in the workplace. The following provisions are highlighted:

*Prohibited Acts:*

- a. 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. 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.

*Exception:*

- a. The consumption of alcoholic beverages may be allowed **during programs and rituals such as ceremonial toasts and observance/honoring of local customs and traditions.** The alcoholic beverages to be used should be limited to malt beverages and wine.

*Conditions:*

- a. The consumption of alcoholic beverages **shall not be to such extent that the concerned official or employee will be intoxicated.** A person is intoxicated when his/her mental faculties are impaired thereby losing control over his/her behavior and/or actions.



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- b. The consumption of alcoholic beverages under the foregoing exceptions may be done only **after prior permission is secured from the Head of Office**. In the event that an untoward incident happens as a result of such consumption, both the Head of Office and the concerned official or employee may be held liable.

*Penalties*

- a. Officials and employees who violate the said provisions shall be held liable for **Simple Misconduct** and shall be imposed the following penalties:

<i>1<sup>st</sup> Offense</i>	Suspension of one month and one day to six months
<i>2<sup>nd</sup> Offense</i>	Dismissal

2. It must be emphasized that while the above CSC issuance only focuses on drinking during Office hours, drinking liquor or any alcoholic beverage within the office premises is still **NOT** allowed even after Office hours which can be subject of another administrative offense depending on the surrounding circumstances.

3. For strict implementation and compliance.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Regional Director/Director IV 

ORD/LU/VBF/jsd



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