



CSC MC No. 4, s. 2011

MEMORANDUM CIRCULAR

**TO :** HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS; BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS (LGUs); GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS (GOCCs); AND STATE UNIVERSITIES AND COLLEGES (SUCs)

**SUBJECT :** POLICY GUIDELINES ON THE PROHIBITION ON THE CONSUMPTION OF ALCOHOLIC BEVERAGES AMONG GOVERNMENT OFFICIALS AND EMPLOYEES

Pursuant to CSC Resolution No. 1100039 promulgated on January 10, 2011, the Commission hereby adopts and promulgates the following guidelines on the prohibition on the consumption of alcoholic beverages among government officials and employees, thus:

**Section 1. Definition of Terms.**

- a) **Alcoholic beverage or alcohol**– means the intoxicating agent in beverage, including but not limited to malt beverages such as beer, wine and hard/intoxicating liquor.
- b) **Alcohol use or consumption** – refers to the consumption of any beverage, mixture or preparation containing alcohol.
- c) **Drunkenness/Intoxication** – is the state of being intoxicated by consumption of alcoholic beverages to a degree that mental and physical faculties are noticeably impaired.
- d) **Habitual Drunkenness** – refers to the state or condition of having developed the habit of engaging in the excessive use of intoxicating drinks.
- e) **Workplace** - means the office, premises or worksite, where an employee or official is employed and shall include training venues, places visited for field work assignments and related situations.

*In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service*

## **Section 2. 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.

**Section 3. Exceptions: Consumption of alcoholic beverages may be allowed in the following instances:**

The consumption of alcoholic beverages may be allowed during programs and rituals such as ceremonial toasts and observance/honoring of local customs and traditions.

In such instances, the alcoholic beverages to be used should be limited to malt beverages and wine. The consumption of alcoholic beverages shall not be to such extent that the concerned official or employee will be intoxicated. As defined above, a person is intoxicated when his/her mental faculties are impaired thereby losing control over his behaviour and/or actions.

**Section 4. Prior Permission from Head of Office.** – 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.

**Section 5. Penalties.** – Officials and employees who consume intoxicating liquor and other alcoholic beverages during office hours outside the afore-mentioned instances where consumption is allowed, 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:

1<sup>st</sup> Offense – Suspension 1 month, 1 day to 6 months

2<sup>nd</sup> Offense – Dismissal

**Section 6. Repealing Clause.** – Any previous issuances of the Commission that are in conflict with this Policy Guidelines are deemed modified, revised or repealed accordingly.

**Section 7. Effectivity.** – This Policy Guidelines shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

  
FRANCISCO T. DUQUE III, MD, MSc  
Chairman

19 6 FEB 2011

**Note:** CSC Res No. 1100039 dated January 10, 2011 was published in the Manila Times on February 15, 2011.



**POLICY GUIDELINES ON THE PROHIBITION  
ON THE CONSUMPTION OF ALCOHOLIC  
BEVERAGES AMONG GOVERNMENT  
OFFICIALS AND EMPLOYEES**

Number: 1100039

Promulgated: 10 JAN 2011

X-----X

**RESOLUTION**

WHEREAS, Section 2 of Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) decrees that:

*"SEC. 2. Declaration of Policy. – It is the policy of the State to promote a high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest."*

WHEREAS, the Civil Service Commission or the CSC is the constitutionally mandated central personnel agency of the government;

WHEREAS, as the central personnel agency of the government, the CSC is empowered, among others, to issue policies, standards and guidelines that will promote a high standard of ethics in public service;

WHEREAS, Section 52 (B) (6), Rule IV of the Uniform Rules on Administrative Cases in the Civil Service (URACCS) classifies Habitual Drunkenness as a less grave offense with the corresponding penalties of suspension for one (1) month, one (1) day to six (6) months for the first offense, and dismissal for the second offense;

WHEREAS, it is the policy of the State to promote a high standard of ethics in public service pursuant to the time-honored principle that public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest;

WHEREAS, the CSC finds it imperative to formulate policy guidelines on when consumption of alcoholic beverages is absolutely prohibited and when it may be allowed;

WHEREFORE, foregoing premises considered, the CSC hereby resolves to adopt the following guidelines:

*In a Race to Serve*

*Responsive, Accessible, Courteous and Effective Public Service*

### **Section 1. Definition of Terms.**

- a) **Alcoholic beverage or alcohol**– means the intoxicating agent in beverage, including but not limited to malt beverages such as beer, wine and hard/intoxicating liquor.
- b) **Alcohol use or consumption** – refers to the consumption of any beverage, mixture or preparation containing alcohol.
- c) **Drunkenness/Intoxication** – is the state of being intoxicated by consumption of alcoholic beverages to a degree that mental and physical faculties are noticeably impaired.
- d) **Habitual Drunkenness** – refers to the state or condition of having developed the habit of engaging in the excessive use of intoxicating drinks.
- e) **Workplace** - means the office, premises or worksite, where an employee or official is employed and shall include training venues, places visited for field work assignments and related situations.

### **Section 2. 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.

**Section 3. Exceptions: Consumption of alcoholic beverages may be allowed in the following instances:**

The consumption of alcoholic beverages may be allowed during programs and rituals such as ceremonial toasts and observance/honoring of local customs and traditions.

In such instances, the alcoholic beverages to be used should be limited to malt beverages and wine. The consumption of alcoholic beverages shall not be to such extent that the concerned official or employee will be intoxicated. As defined above, a person is intoxicated when his/her mental faculties are impaired thereby losing control over his behaviour and/or actions.



**Section 4. Prior Permission from Head of Office.** -- 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.

**Section 5. Penalties.** Officials and employees who consume intoxicating liquor and other alcoholic beverages during office hours outside the afore-mentioned instances where consumption is allowed, 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:

- 1<sup>st</sup> Offense -- Suspension 1 month, 1 day to 6 months
- 2<sup>nd</sup> Offense Dismissal

**Section 6. Repealing Clause.** -- Any previous issuances of the Commission that are in conflict with this Policy Guidelines are deemed modified, revised or repealed accordingly.


**Section 7. Effectivity.** - This Policy Guidelines shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

  
FRANCISCO T. DUQUE III  
Chairman

  
CESAR D. BUENAFLOR  
Commissioner

  
MARYANN Z. FERNANDEZ-MENDOZA  
Commissioner

Attested by:

  
DOLORES B. BONIFACIO  
Director IV  
Commission Secretariat and Liaison Office