

FIRST DIVISION

[A.M. No. P-10-2763 [Formerly OCA IPI No. 09-3056-P], February 10, 2010]

RE: IRREGULARITY IN THE USE OF BUNDY CLOCK BY SOPHIA M. CASTRO AND BABYLIN V. TAYAG, SOCIAL WELFARE OFFICERS II,^[1] BOTH OF THE REGIONAL TRIAL COURT, OFFICE OF THE CLERK OF COURT, ANGELES CITY.

R E S O L U T I O N

CARPIO MORALES, J.:

By letter^[2] of October 23, 2008, then Deputy Court Administrator Antonio H. Dujua directed Executive Judge Ma. Angelica B. Quiambao of the Regional Trial Court, Angeles City to report on the bundy cards for the month of August 2008 of Sophia Castro and Babylin Tayag, Social Welfare Officers of the Office of the Clerk of Court due to "irregularity of entries in the morning time-in on August 1, 2008 showing `19:30 and 19:31.'" It appeared that the bundy cards were punched in the evening.

Judge Quiambao complied with the directive by submitting her letter-report dated November 12, 2008^[3] which the Office of the Court Administrator (OCA) noted as follows, quoted *verbatim*:

In her November 12, 2008 letter-report, Executive Judge Quiambao narrates that she was able to secure the attendance logbook of the RTC-OCC for August 1, 2008 and the names Castro and Tayag do not appear in the logbook. In their Joint Explanation submitted to Executive Judge Quiambao, Castro and Tayag admit that they did not report to the RTC-OCC in the morning of August 1, 2008 as they had to attend to an adoption matter in Magalang, Pampanga in the afternoon of the same day. Pressed for time, Castro and Tayag reveal that they proceeded to Magalang without the corresponding travel order. Upon realizing that they have not punched in their bundy cards, Castro and Tayag did the same at "19:30" and "19:31," (7:30 p.m., 7:31 p.m. under regular time) thinking it would register as "7:30 a.m." and "7:31 a.m."^[4]

The OCA thereupon directed, by separate Indorsements dated February 12, 2009, Castro and Tayag to comment on the allegation of irregularity in the use of bundy card. The two complied with the directive by separate comments which the OCA synthesized as follows, quoted *verbatim*:

In her Comment dated March 3, 2009, Castro reiterates her earlier claim that she and Tayag had to go to Magalang, Pampanga in the afternoon of

August 1, 2008 to conduct an impromptu interview with the parties in an adoption case. She explains that since moving to a new Hall of Justice in June 2008, she and Tayag maintained office at the first floor of the Maintenance Division. As she was also busy preparing to testify in the Family Court that afternoon, Tayag claims she forgot to go upstairs and punch in her Bundy card. It was not until the clock reached "19:30" that she decided to punch in her card, thinking it would register as "7:30 a.m."

In her Comment dated March 4, 2009, Tayag claims she had thought of filing a leave of absence on August 1, 2008 but nixed the idea after she was able to finish the interview with her clients at 11:30 a.m. She went back to the court to punch in her card for the afternoon time slot. Tayag claims she resumed the interview with her clients and the session ended at 4:30 p.m. Tayag claims that it was upon returning to court that she and Castro thought of doing the "despicable act" of punching in their Bundy cards to make it appear that they were present the whole day of August 1, 2008.^[5] (underscoring supplied)

The OCA thereupon came up with the following evaluation *cum* recommendation in its October 1, 2009 Report:^[6]

There is sufficient reason to hold respondents administratively liable.

There was a clear attempt by Castro and Tayag to deceive the Court on their attendance for August 1, 2008. The attendance logbook of the RTC-OCC for August 1, 2008 does not contain their names, yet on their Bundy cards, Castro and Tayag made it appear that they were present on the day reckoned.

Castro and Tayag can only come up with the excuse that they had an afternoon session with their clients and was so pressed for time that they could no longer punch in their Bundy cards. The respondents, however, **admit** that the trip to Magalang, Pampanga for the interview with their clients was **not covered by a travel order**. As if going out of court premises without the required travel order was not enough, Castro and Tayag had the temerity to punch in their Bundy cards at "19:30" and "19:31," respectively, in the mistake belief that it would register as "7:30 a.m." and "7:31 a.m." The two punched in their cards after having dinner with their supposed "clients."

The actuations of Castro and Tayag are clearly in violation of OCA Circular No[.] 7-2003, which in part, reads:

In the submission of Certificates of Service and Daily Time Records (DTRs)/Bundy Cards by Judges and court personnel, the following guidelines shall be observed:

1. After the end of each month, every official and employee of each court shall accomplish the Daily Time Record (Civil Service Form No.