

FIRST DIVISION

[A.M. No. 98-8-246-RTC, February 15, 1999]

**RE: ABSENCE WITHOUT OFFICIAL LEAVE (AWOL) OF DARLENE
A. JACOBA, STENOGRAPHER III, REGIONAL TRIAL COURT,
BRANCH 14, MANILA**

R E S O L U T I O N

QUISUMBING, J.:

This administrative matter concerns Darlene Jacoba, Stenographer III of Branch 14, Regional Trial Court, Manila. Records at the Administrative Services Division of the Office of the Court Administrator (OCA) reveal that she began incurring unauthorized absences on July 1, 1997. Through the presiding judge of Branch 14, Judge Inocencio D. Maliaman, OCA asked her to explain why she should not be dealt with administratively, in a letter dated October 9, 1997, which reads:

"Ms. Darlene A. Jacoba

Thru Judge Inocencio D. Maliaman

RTC, Br. 14

Manila

Sir/Madam:

Our records show that you have been continuously absent from office since July 1, 1997 up to the present without any approved application for leave of absence, a conduct prejudicial to the best interest of the service and punishable under the Civil Service Law.

You are, therefore, directed to explain in writing within five (5) days from receipt hereof, why you should not be dealt with administratively. Otherwise, this Office will be constrained to recommend that you be dropped from the roll.

Very truly yours,

(SGD.) MA. CORAZON M. MOLO

Officer-in-Charge

Office of the Administrative Services

OCAD"^[1]