



Reference No. 2024- 279  
December 13, 2024

## MEMORANDUM FROM THE DIRECTOR

**TO : ALL BAR STAFF**

**SUBJECT : NEGLIGENCE IN HANDLING AND SAFEKEEPING OF BAR OFFICIAL DOCUMENTS**

We have observed numerous instances of negligence, particularly in the handling and safekeeping of official documents. Such actions are entirely unacceptable, as they reflect a lack of professionalism within our workplace and are inconsistent with the standards and expectations established by this Bureau. Ensuring the proper management of official documents is not only a matter of professional responsibility but also critical to maintaining the integrity and credibility of our operations.

In this regard, we would like to draw everyone's attention to the provisions of the Civil Service Commission on the matter, which state:

*"Gross Negligence refers to negligence characterized by the want of even slight care, acting or omitting to act in a situation where there is duty to act, not inadvertently but willfully and intentionally with a conscious indifference to consequences in so far as other persons may be affected."*

*"Simple Neglect of Duty is defined as the failure to give proper attention to a task expected from an employee from either carelessness or indifference."*

As public servants, we are held to the highest standards of excellence and professionalism in the performance of our duties. It is our responsibility to carry out our tasks with utmost dedication and diligence, as specified in our respective Terms of Reference (TOR). Failure to uphold these expectations compromises not only our individual integrity but also the effectiveness of our collective work.

To prevent instances of neglect, please be reminded that disciplinary actions will be taken against any personnel proven to have committed such acts. Let this serve as a reminder of our shared obligation to maintain professionalism and uphold the standards of this institution.

Please be guided accordingly.

  
JUNEL B. SORIANO, PhD

