



DIVISION MEMORANDUM

No. 29 s. 2020

REITERATION OF CIVIL SERVICE POLICIES, GUIDELINES AND STANDARDS

To: All SDO Personnel
(OSDS, CID, and SGOD)

1. This is to reiterate to all concerned personnel of the Civil Service Policies, Guidelines and Standards which should be followed at all times as public servant listed below as follows:

ATTENDANCE

- a. As a general rule, all employees are required to render a total of forty (40) hours per week or not less than eight (8) hours per day exclusive of lunch. Per **DepEd Order No. 23, s. 2018** and **Division Memorandum No. 82, s. 2018**, a flexible working time shall be observed except for Mondays per Division Order No. 9, s. 2019. In this regard and in compliance with CSC rules, **ALL are required to utilize the Biometrics AND Attendance Log Book for daily log in and log out.**
- b. For personnel who would like to do some personal transactions, they could either do it during the break time or if compelled to extend more than the 15-minute allowance, a pass slip must be accomplished. Each division (OSDS, CID and SGOD) must have a copy of pass slips. For guidance of all concerned custodians of the pass slips are the following:
 - i. OSDS - Geraldine Gimotea, ADA VI, Office of the ASDS
 - ii. CID – Katherine Jo Rufano, ADA VI, Office of the CID Chief
 - iii. SGOD – Noraline Carbajosa, Clerk, Office of the SGOD Chief
- c. **Habitual Absenteeism** happens when the employee incurs unauthorized (no approved/official leave) absences for more than 2.5 days for at least 3 months in a single semester, or for three (3) consecutive months in a year. An employee who has incurred **UNAUTHORIZED ABSENCES**, exceeding the allowable 2.5 days monthly leave credit under the Leave Law for at least three (3) months in a semester or at least three (3) consecutive months during the year shall be considered habitually absent.
- d. **Habitual Tardiness** happens when the employee is tardy for at least ten (10) times in a month for two (2) months in a single semester; or 10 times in a month for two (2) consecutive months in a single year. Take note that, technically 8:01 AM is already considered tardy. (**Section 8, Rule XVIII of the Omnibus Implementing Title I, Subtitle A, Book V of the Administrative Code of 1987**).

Further, tardiness is defined under CSC MC 23, s. 1998 as a failure of an employee to report for work or resume on time. Any official or employee shall be considered habitually tardy if he/she incurs tardiness regardless of minutes per day, ten times a month for Two (2) consecutive months or Two (2) months in a semester during the year.

- e. **Loafing** is strictly discouraged and deemed inappropriate for all government employees. Example of which is when an employee does personal shopping at the mall during office hours.

LEAVE APPLICATION

- f. All applications for vacation leave of absence for one (1) full day or more shall be submitted on the prescribed form for action by the proper head of agency five (5) days in advance, whenever possible, of the effective date of such leave.
- g. All applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave..."

DRESS CODE

- h. Prescribed uniforms shall be worn in accordance with the assigned schedules. However, those personnel who shall be on travel or in the field (school visits) is suggested to wear DepEd polo shirts instead. Further, for those personnel, especially those who have not received their Clothing allowance are required to wear CORPORATE attire. The wearing of "maong" pants, although generally prohibited, may be considered as appropriate attire when paired with a collared polo/shirt (for male employees), or any appropriate blouse or shirt (for female employees).

LOCATOR CHART

- i. The Office of the Schools Division Superintendent, Curriculum and Implementation Division and School Governance and Operations Division must have its own **LOCATOR CHART** which shall generally reflect the whereabouts of each employee. The Office of the Administrative Officer V shall conduct daily monitoring of these locator charts for checking of attendance.

OTHER REMINDERS

- j. Break time shall be allowed for a maximum of **fifteen (15) minutes** only. No pass slip is required for this purpose.
- k. Playing of online games during office hours is strictly prohibited.
- l. Our office observes the **NO NOON BREAK** policy of the Civil Service Commission. Therefore, frontline services of all units and divisions shall be strictly ensured by unit/division heads.
- m. In order to avail of the compensatory time off (CTO), all personnel shall **attach to their CSC Form 6 their approved SO for CTO**, issued by the SGOD-HRD Unit / Administrative Services Unit.

For strict compliance.


PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent