



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 298 s. 2022

AUG 05 2022

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, **ALL are required to utilize the Bundy Clock and Attendance Log Book for daily log in and log out**. In addition to this, all employees must subject themselves for temperature check and filling up of COVID-19 health monitoring forms. **DepEd Order No. 11, s. 2020** shall likewise be observed pending the issuance of a new order from DepEd Central Office.
- b. For **personal transactions** outside of the division office, all personnel shall accomplish a pass slip duly signed by their respective unit heads/chiefs. Each functioning division shall be provided with pass slip forms.
- c. For **official transactions** outside of the division office, all personnel shall submit to his/her respective unit head/chief a Monitoring Schedule for the month. This shall automatically serve as an official travel order. However, in cases of unplanned field monitoring, a travel order must be filed by the concerned personnel duly approved by his/her immediate unit head/chief.
- d. **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.
- e. **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**).



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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.

- f. **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

- g. 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.
- h. 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. In addition, all personnel on sick leave shall inform through text or call, their immediate heads concerning their leave.
- i. It is to be noted that, leave applications particularly forced and vacation leave, may or may not be approved by immediate heads by virtue of exigency of service. Also, in the event a personnel goes on leave without prior notice to his/her immediate head, he/she shall be required to submit a letter of explanation upon his/her return in the office.

DRESS CODE

- j. 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

- k. 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.



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OTHER REMINDERS

- l. Break time shall be allowed for a maximum of **fifteen (15) minutes** only. No pass slip is required for this purpose.
- m. Playing of online games, watching or streaming online videos, and use of social media, except for those social media platforms used in the dispensation of official duties, during office hours is strictly **prohibited**.
- n. 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.
- o. 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.
- p. All personnel shall submit their **Daily Time Records (DTR)** with approved CS Form 6, Approved Monitoring Plan (for field activities), Travel Orders (for official travels), **every 1st working day** of the succeeding month.

For strict compliance.

NICASIO S. FRIO, CESO VI
Assistant. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent