



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 • (034) 471-2454



DIVISION MEMORANDUM

No. 141, s. 2018

TO: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Administrative Officer V
Public School District Supervisors
Elementary & Secondary School Heads
Imortillo

FROM: **MA. LORLINIE M. ORTILLO**, CESO VI
Schools Division Superintendent

DATE: July 23, 2018

SUBJECT: REITERATION ON TIME ON TASK AND ATTENDANCE OF DIVISION and SCHOOL PERSONNEL

1. In view of our mandate to protect and promote the rights of all citizens to quality basic education and to make such education accessible to all, it is the policy of the Schools Division Office of Kabankalan City to provide quality basic education for all learners by ensuring that all school officials specially teachers are in schools to render public service and maximize time on task and the teaching learning process.

Engagement of Time on Task aims to:

2.1. To improve the performance of Schools Division Office of Kabankalan City pupils and students in the National Achievement Test (NAT) to ensure the delivery of quality education in the Division and realization of DepEd thrusts and programs.

2.2. To promote high sense of responsibility and accountability among school personnel and to remind them of their primordial role in catering to the needs of public school students during their official time.

2.3. To ensure that school necessities and other DepEd services and emergencies are immediately responded to.

This memorandum is anchored on;

Section 3. The CSC Memorandum Circular No. 5, s. 1997 provides that it is the duty of the heads of department/agency/office to require all officers and employees under him/her to observe the prescribed office hours. He/she may prescribe internal rules and regulations to carry out his/her responsibility that government working hours are strictly observed.

Section 4. Duty of the Schools Division Superintendent – It shall be the duty of the Schools Division Superintendent, as head of the Office, to require all officers and employees under

Pursuant thereto, this Office hereby issued the following guidelines:

4.1. SDO Personnel shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock in the afternoon (8:00 – 12:00 nn) and from one o'clock to five o'clock in the afternoon (1:00 – 5:00) on all days except Saturdays, Sundays and Holidays. (Sec. 5, Rule XVII, Omnibus Rules Implementing Book V, E.O. No. 292)

4.2. Flexible working hours may be allowed subject to the discretion of the Schools Division Superintendent. In no case shall the weekly working hours be reduced in the event the department or agency adopts the flexi-time schedule in reporting for work. (Sec. 6, Rule XVII, Omnibus Rules Implementing Book V, E.O. No. 292)

4.3. Flexible working hours granted to any division personnel shall be his/her regular working hours. The same cannot be occasionally or periodically changed at his/her convenience. (CSC Resolution No. 000227, dated 26 January 2000).

4.4. DepEd Order No. 23, s. 2018 issued on May 10, 2018 p3 states that; Flexible working hours shall apply to all non-teaching personnel in the Central, Regional and Schools Division Offices.

4.5 Section 4 states that Flexible working hours starts from 7:00 a.m. to 9:30 a.m. and ends from 4:00 p.m. to 6:30 p.m. It further states that any employee who fails to complete the 8 hours of work shall be subject to existing Civil Service policies on tardiness and undertime.

4.6. School personnel (School Heads, Teaching and Non-Teaching) shall record their daily attendance on the Form 48 (Daily Time Record) or whenever possible have the attendance registered on the bundy clock/biometric machine. If there is no bundy clock/biometric machine, the names and signatures of school officials as well as the time of their actual arrival and departure from office shall be registered in the school employees' attendance logbook, subject to verification. The record of attendance which shall be kept in a conspicuous place, shall be in the custody of a responsible officer who shall monitor arrival and departure of officials and employees. (CSC MC No. 21, s. 1991)

4.7. Falsification or irregularities in keeping of time records shall be subject to administrative liability, without prejudice to criminal prosecution if circumstances warrant.

4.8. The Division Office may require a Monthly Accomplishment Report to all concerned to achieve monitoring and accomplishment mandate and deliverables.

Wide and immediate dissemination of this Memorandum is desired.



Republic of the Philippines
Department of Education

10 MAY 2018

DepEd ORDER
No. **023** s. 2018

**IMPLEMENTATION OF THE FLEXIBLE WORKING HOURS
FOR THE NON-TEACHING PERSONNEL**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) adopts flexible working hours for non-teaching personnel pursuant to Section 6, Rule XVII of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 and Memorandum Circular No. 14, s. 1989 of the Civil Service Commission, and consistent with the administration's agenda to expand the scope of employee welfare to respond to felt and reasonable needs of our personnel.
2. All DepEd officials and employees shall render not less than eight (8) hours of work a day for five (5) days for a total of forty (40) hours a week, exclusive of time for lunch. This shall not be reduced by the adoption of flexible working hours.
3. Flexible working hours shall apply to all non-teaching personnel in the Central, Regional, and Schools Division Offices.
4. Flexible working hours starts from **7:00 a.m. to 9:30 a.m.** and ends from **4:00 p.m. to 6:30 p.m.**
5. An employee reporting for work at anytime between 7:00 a.m. to 9:30 a.m., must complete the required eight (8) hours of work per day. An employee who reports after 9:30 a.m. shall be considered tardy. An employee shall be considered on undertime if he/she arrives between 7:00 a.m. to 9:30 a.m. but fails to complete 8 hours of work. Existing Civil Service policies on tardiness and undertime shall apply.
6. Despite the adoption of flexible working hours, heads of offices shall ensure the continuous delivery of service in their respective offices during the core working hours of 8:00 A.M. to 5:00 P.M.

Heads of offices which render frontline services shall ensure that all clients who are within their premises prior to the end of official working hours are attended to and served even during lunch break and after regular working hours, pursuant to the provisions of Republic Act No. 9485, or the *Anti-Red Tape Act of 2007*, and its implementing rules and regulations.

7. Attendance of employees in the flag raising ceremony every Monday is strictly enjoined pursuant to the provisions of Republic Act No. 8491, or the *Flag and Heraldic Code of the Philippines*.
8. This Order shall take effect immediately.
9. All other issuances, rules and regulations, and provisions that are inconsistent with these guidelines are hereby repealed or modified accordingly.
10. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

References:

DECS Order (No. 58, s. 1989)
DepEd Order (No. 31, s. 2014, No. 30, s. 2016)

To be indicated in the Perpetual Index
under the following subjects:

ATTENDANCE
BUREAUS AND OFFICES
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