



DIVISION MEMORANDUM

No. 82, s. 2018

Flexible Working Hours for Non-Teaching Personnel

To: Asst. Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District Supervisors
CID, SGOD, Administrative and Finance Non-Teaching Personnel
All Others Concerned

1. This is to inform the field of the Implementation of the Flexible Working Hours for Non-Teaching Personnel as stipulated in DepEd Order No. 023, s. 2018 which will take effect covering the month of May 2018 and onwards.
2. Per above-mentioned DepEd Order, a non-teaching personnel's working hours shall start from 7:00 am to 9:30 am and shall end from 4:00 pm to 6:30 pm. A non-teaching employee shall report to work anytime between 7:00am to 9:30am, must complete the eight (8) hours a day or a total of forty (40) hours a week work requirement as prescribed by the Civil Service Commission. He/She shall be considered tardy if he/she arrives after 9:30am. He/She shall also be considered on undertime, if the employee fails to complete the 8-hour a day or forty (40) hours a week work schedule.
3. All heads of units of this schools division office shall coordinate with their staff, and propose a schedule which will be duly approved by the Schools Division Superintendent. They shall also ensure the continuous delivery of basic services to clients and likewise, although on flexible working schedule, all non-teaching personnel shall make sure to attend the flag raising ceremony every Monday
4. For guidance and strict compliance.

L. Martillo

MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent

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