



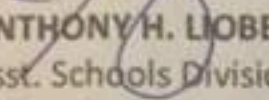

Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION  
**SCHOOLS DIVISION OF KABANKALAN CITY**  
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**DIVISION MEMORANDUM**

No. 92 s. 2017

To: All Division Personnel

From:   
**ANTHONY H. LIOBET, CESO VI**  
Asst. Schools Division Superintendent  
Officer-in-Charge 

Subject: **POLICY ON TRAVEL WITHIN AND OUTSIDE THE SCHOOLS DIVISION OFFICE,  
FLEXIBLE-WORKING HOURS AND BREAK TIME**

Date: June 2, 2017

1. The unfortunate incident which happened last May 16, 2017 had destroyed the Property and Supply Office, Division Clinic, Division Canteen, including the quarter of the Acting Assistant Schools Division Superintendent. In addition, damages also include the 14-year old Suzuki Samurai service vehicle, newly purchased sports equipments, IT supplies and equipment (from CO), and three (3) units risographs-which have been vital in the day-to-day operations of the schools division office.
2. In this regard, in order to take necessary precautions and strengthen preparedness in case of calamities and/or disaster, it is deemed necessary to implement immediately the following policies to wit:
  - a. In addition to Travel Orders within and outside the Region, all personnel shall make sure to secure approved travel orders even within Kabankalan City except for school visits and monitoring within Poblacion Area (Barangay 1-9) which shall only require PASS SLIPS. It is also to be stressed out and be reminded that personal transactions outside the vicinity of the schools division office shall also require PASS SLIPS. Further, it is worth-mentioning that Pass Slips protect the welfare of all employees should unforeseen incidents happen to them.

Signatories for travel orders (SDO-wide) shall be as follows:

Personnel on Travel	Approving Official
Chiefs of Divisions and AO V	Schools Division Superintendent
Unit Heads	Chief of Division
Administrative & Accounting Staff	AO V

Further, custodians of Pass Slips shall be the following:

- i. Office of the SDS – Spencer C. Orcena (AA-VI)
  - ii. School Governance and Operations Division – Rowena A. Bolo (EPS-II)
  - iii. Curriculum and Implementation Division – Kevin Jone Camparecio (AA-VI)
- b. Break-time of employees shall be strictly limited to fifteen (15) minutes both in the morning and the afternoon. In which case, breaks in the morning shall be at 10:00-10:15; and breaks in the afternoon shall be at 3:00-3:15. Personnel on flexi-time schedule may have a separate break time on his own choice but must be duly approved by his/her immediate supervisor.
- c. In order to ascertain that there will always be personnel left in the office throughout the work day; per DepEd Order No. 31, s. 2014 (Adoption of Flexible Working Hours) and; in strict compliance of Republic Act 9485 (Ant-red Tape Act), all personnel of the schools division office may adopt a flexible working time of his/her own choice duly approved by the Schools Division Superintendent. Chiefs of Division (CID and SGOD), and Administrative Officer V, shall submit a proposal to the SDS of the work schedules of employees adopting the flexible working time.

Per DepEd Order No. 31, s. 2014, all DepEd Personnel may choose from the schedules below:

- i. 7:00am to 4:00am (lunch break - 11:00am-12:00nn)
  - ii. 8:00am to 5:00am (lunch break - 12:00nn – 1:00pm)
  - iii. 9:00am to 6:00pm (lunch break – 1:00pm – 2:00pm)
- d. Further, employees who will be last to go out in their respective units shall ensure that all office equipments especially computers and air-conditioning units are unplugged. The guard on duty shall do a double-check of the latter.