

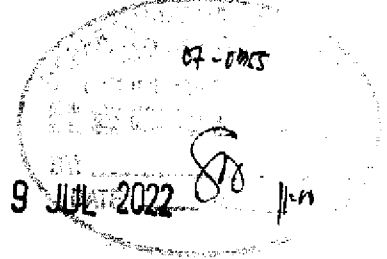


Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA



Tanggapan ng Tagapamanihalang Pansangay ng mga Paaralan ng Lungsod Iriga

July 19, 2022

DIVISION MEMORANDUM

No. 138, s. 2022

REMINDER FOR HUNDRED PERCENT ON-SITE WORKFORCE AND WORKING HOURS OF SDO IRIGA CITY

**To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, CID & SGOD
TEACHING AND NON-TEACHING STAFF
ALL OTHERS CONCERNED**

1. This office reminds and required all personnel to observe the 100 percent attendance as the level of COVID cases in our locality has lessen. In compliance with the Office of the President Memorandum Circular (MC) No.96, requiring all agencies of the government to adhere to 100% onsite workforce, the Department of Education (DepEd) has issued the agency's updated work arrangements following the imposition of Alert Level 1 to most areas of the country including City of Iriga.
2. In line with the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF) Resolution No. 163-A, titled *Guidelines on the Nationwide Implementation of Alert Level System for COVID-19 Response*, that requires government instrumentalities under Alert Level 1 to adhere to the 100% onsite workforce, while off-site work shall be subject to relevant rules and regulations issued by the Civil Service Commission (CSC) and the Office of the President.
3. In connection with the 100 percent on-site workforce, this office also reminds all the personnel to observe the normal and official working hours of:

OFFICE HOURS

	Morning	Afternoon	Days
Teaching Staff	7:30 – 11:30 am	1:00 – 5:00 pm	Monday to Friday
Non-Teaching Staff	8:00 – 12:00 pm	1:00 – 5:00 pm	Monday to Friday

4. Under Section 5, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292, all government officials and employees are required to render eight working hours a day



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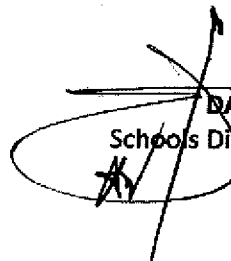
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for five days a week, or a total of 40 hours a week excluding time for lunch. The normal working hours shall be from 8 AM to 12 NN, and 1 PM to 5 PM.

5. DepEd Order 023. 2018 The DepEd adopts flexible working hours for **Non-Teaching Personnel** pursuant to Section 6 of Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 allows the adoption of flexible working hours or 'flexi-time'. Memorandum Circular No. 14, s. 1989 prescribed that the flexi-time should not start earlier than 7 AM and not end later than 7 PM. In no case shall the flexi-time arrangement be occasionally changed by the employee at his or her convenience. Adoption of Flexible working hours shall be approved by Head of agency. "Flexi-time" starts from 7:00 am to 9:30 am and ends from 4:00 pm to 6:30 pm.
6. Those who fail to observe the **eight-hour workday with equivalent of 40 hours per week** through consistent tardiness, Undertime, and loafing from duty during office hours may be administratively charged and penalized with suspension or dismissal from service pursuant to civil service law, rules, and regulations.
7. Schools Division Office will resume to render services whole day every Friday.
8. Issuance of this Division Memorandum shall take effect immediately and remain in full force until officially amended, revoked, rescinded or modified through the issuance of memorandum.
9. For Information dissemination.


DANILO E. DESPI
Schools Division Superintendent



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