



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM

January 27, 2020

No. 056, s. 2020

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

**TO: OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
DIVISION CHIEFS
HEADS OF SECTIONS/UNITS
OTHER SCHOOLS DIVISION OFFICE PERSONNEL**

1. Pursuant to the Department of Education Order No. 023, s. 2018 issued on May 10, 2018, entitled: ***“Implementation of the Flexible Working Hours for the Non-Teaching Personnel”***, this Schools Division Office adopts the full-gliding flexible working hours consistent with Administrative Code of 1987 and Memorandum Circular No. 14, s. 1989 of the Civil Service Commission in order to expand the scope of employee welfare in response to felt and reasonable needs of our personnel.
2. In view thereof, all flexible working hours granted to personnel and currently observed by several personnel of this Office are hereby **revoked**.
3. As such all personnel shall observe the full-gliding flexible working hours which starts from **7:00 a.m. to 9:30 a.m.** and ends from **4:00 p.m. to 6:30 p.m.** 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 the eight (8) hours of work**.
4. Heads of Divisions and Sections shall ensure the continuous delivery of service in their respective office during the core working hours of **8:00 a.m. to 5:00 pm**. Office 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 Republic Act No. 9485 or the Anti-Red Tape Act of 2007, as amended.
5. Attendance of employees in the flag raising ceremony every Monday morning at **7:50 a.m.** and flag lowering every Friday afternoon at **4:50 p.m.** is strictly enjoined pursuant to the provisions of Republic Act No. 8491 or the ***“Flag and Heraldic Code of the Philippines.”*** Failure of the employee to attend the said flag raising ceremony shall be considered tardy and undertime if he/she fails to attend flag lowering in the afternoon of every Friday. Should a Monday and Friday is a holiday, the flag raising shall be done on the next working day. Likewise, if Friday is a holiday the flag lowering shall be conducted the day before Friday.
6. This Memorandum shall take effect immediately.
7. For immediate dissemination and strict compliance.


CRISTY C. EPE, CESE
Schools Division Superintendent
DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED

DATE: 28 JAN 2020 TIME: 5:24 PM

BY: [Signature]



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
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