



Republic of the Philippines
Department of Education

REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

January 29, 2024

DIVISION MEMORANDUM

No. 05 s, 2024

**REITERATION OF DIVISION MEMORANDUM No. 340, s. 2023
IMPLEMENTATION OF FLEXIBLE WORKING HOURS FOR
NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Heads of Districts
Elementary and Secondary Schools Heads
All Others Concerned

1. The Division hereby adopts the provisions of DepEd Order 023 s. 2018, and Regional Memorandum No. 306, s. 2018 on flexible working hours for nonteaching 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 Schools Division Office.
4. **Flexible working hours** start from **7:00 a.m. to 9:30 a.m.** and end from **4:00 p.m. to 6:30 p.m.** subject to approval of this Office.
5. An employee reporting for work at any time 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



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Division Official Website: <https://northernsamar.deped.gov.ph>

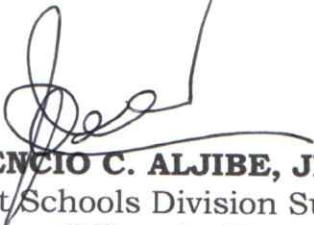


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7:00 a.m. to 9:30 a.m. but fails to complete 8 hours of work. Existing Civil Service policies on tardiness and undertime shall apply.

6. Despite the adoption of flexible working hours, the Schools Division Superintendent 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. Thus, personnel shall submit a letter request to this Office to avail of flexi-time schedule using the templates provided in Regional Memorandum 306, s. 2018, herein attached and form part of this memorandum. *(See attached Template)*
7. Heads of offices that render frontline services shall ensure that all clients who are within their premises before 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 (RA) 11032 otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, and its implementing rules and regulations.
8. 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*.
9. All other issuance or permits issued by previous Schools Division Superintendents for flexi-time are hereby rescinded.
10. Immediate dissemination of and strict compliance with this memorandum is desired.


GAUDENCIO C. ALJIBE, JR., CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

DepEd Northern Samar
RELEASED

By: _____
Date: 1/30/2024

Enclosure No. ___ to DM No. ____, s, 2024



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

GAUDENCIO C. ALJIBE, JR, CESO VI
OIC-Schools Division Superintendent
This Division

Date

Sir:

The undersigned most respectfully request permission to avail of the **flexi-time schedule** as stipulated in DepEd Order No. 023, s.2018 for the following reasons:

The undersigned would like to take the schedule between _____ to _____ and would submit an Accomplishment Report for the works done earlier or beyond the official working hours.

Very truly yours,

Employee

Recommending approval:

Chief, Functional Division/Unit

Approved:

GAUDENCIO C. ALJIBE, JR, CESO VI
OIC-Schools Division Superintendent