



Republic of the Philippines

Department of Education

REGION VIII

SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

January 6, 2025

DIVISION MEMORANDUM

No. 009 s, 2025

CANCELLATION OF EXISTING PERMITS FOR FLEXIBLE WORKING HOURS AND 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. Division Memorandum No. 025, s. 2024, previously **granted the non-teaching employees of this Office permission to enjoy the privilege of Flexible Working Hours**. DM No. 025, s. 2024 adopted the provisions of DepEd Order No. 023, s. 2018, and Regional Memorandum No. 306, s. 2018, pursuant to Section 6, Rule XVII of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 and CSC Memorandum Circular No. 14, s. 1989.
2. The previous year's permits for *Flexible Working Hours* issued by this Office are hereby **rescinded** and **cancelled** effective today, subject to re-application and approval of this Office for the year 2025.
3. All other provisions of previous Division Memorandum shall remain in effect.
4. Immediate dissemination of and strict compliance with this memorandum are desired.

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

DepEd Northern Samar

RELEASED

By: _____

Date: 01-07-2025



Address: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telephone Nos: (055) 500 1020
Email Address: northernsamar@deped.gov.ph
Division Official Website: <https://northernsamar.deped.gov.ph>



Republic of the Philippines
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_____ Date

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

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
Schools Division Superintendent

