



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON
Sorsogon



October 14, 2019

DIVISION MEMORANDUM
No. 212,s.2019

**IMPLEMENTATION OF THE FLEXIBLE WORKING HOURS
FOR NON-TEACHING PERSONNEL IN THE
SCHOOLS DIVISION OF SORSOGON**

**Asst. Schools Division Superintendent
CID/SGOD Chiefs
Education Program Supervisors
Unit Heads
Non-Teaching Personnel of Division Office**

1. The Department of Education through DepEd Order No. 23,s.2019 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 Civils Service Commission.
2. The Flexible working pursuant to aforementioned DepEd Order which shall apply to all non-teaching personnel in the Central, Regional, and Schools Division Offices are provided as follows:
 - a. 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.**
 - b. 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 eight (8) hours of work.** Existing Civil Service policies on tardiness and undertime shall apply.
3. Consistent with the Item No. 6 of DepEd Order No. 23,s.2019 which provides that:

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.

Hence, the following guidelines for flexible working hours shall be observed in the Division Office for Division of Sorsogon Province:

- a. In order to ensure that all clients are attended to during the core working hours of 8:00 a.m. to 5:00 p.m., all personnel are enjoined to accomplish the attached form for his/her flexible working time subject to the recommendation of the Unit Head and the approval of the Schools Division Superintendent.
 - b. The selected flexible working time, once approved, shall be the regular time that the employee is expected to report for work.
 - c. Non-observance of the approved flexible working hours shall be considered tardiness or undertime pursuant to existing Civil Service policies on tardiness and undertime.
4. Unit heads are enjoined to consolidate the selected flexible working hours of the employees in their respected unit for submission to the Office of the Schools Division Superintendent together with their individual request for flexible working hours on or before October 25, 2019.
5. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent





Republic of the Philippines
 Department of Education
 Region V
SCHOOLS DIVISION OF SORSOGON
 Sorsogon



 (Date)

JOSE L. DONCILLO, CESO V
Schools Division Superintendent
Schools Division of Sorsogon
Capitol Compound, Sorsogon, Sorsogon

Sir:

Pursuant to Division Memorandum No. _____,s.2019, "Implementation Of The Flexible Working Hours For Non-Teaching Personnel In The Schools Division Of Sorsogon", may I request the approval of my flexible working hours as follow:

MORNING		AFTERNOON	
<i>Time In</i>	<i>Time Out</i>	<i>Time In</i>	<i>Time Out</i>

I understand that failure to observe the above working hours shall be considered tardiness or undertime pursuant to existing Civil Service policies on tardiness and undertime.

Favorable approval to this request is request.

Thank you very much.

Very truly yours,

 (Signature over Printed Name)

Recommending Approval:

 Unit Head
 (Signature over Printed Name)

APPROVED:

JOSE L. DONCILLO, CESO V
 Schools Division Superintendent

