



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE
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Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2022-067

TO: Office of the Assistant Schools Division Superintendent
Curriculum Implementation Division Chief
School Governance Operations Division Chief
All Division Unit Heads
All Others Concerned

Subject: Reiteration of the Implementation of Flexible Working Hours for
Non-Teaching Personnel and Other Related Issuances

Date: October 24, 2022

1. This Office reiterates provisions indicated in the DepEd Order No. 23 s. 2018, "The Implementation of Flexible Working Hours for the Non-Teaching Personnel." with Civil Service Commission (CSC) MC 6, s. 2022, "Policies on Flexible Work Arrangements in the Government" and COA-DBM Joint Circular No. 1, s. 2022, "Policies on the Adoption of Flexible Work Arrangements for Contract of Service (COS) and Job Order (JO) Workers in Government.
2. The working hours of agencies adopting flexitime shall start not earlier than 7:00 A.M. and end not later than 7:00 P.M. Under this work arrangement, government officials and employees may choose their time to report for work (time-in) in the morning and time to leave the office (time out) daily for the duration of the period **subject to the approval of the agency /office head.**
3. All DepEd Officials and employees shall render not less than eight (8) hours 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.
4. Flexible working hours shall apply to all non-teaching personnel in Schools Division Office only.
5. Flexible working hours shall start from 7:00 A.M. to 9:30 A.M. and ends from 4:00 P.M. to 7:00 P.M. Tuesday to Friday except Monday where Flag Raising Ceremony/ Monday convocation program is observed. Attendance of employees in the flag raising ceremony every Monday is strictly enjoined pursuant to the provision of Republic Act No. 8491 or the Flag and Heraldic Code of the Philippines.
6. 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.
7. An employee shall be considered undertime if he/she arrives between 7:00 A.M. to 9:30 A.M. but fails to complete 8 hours of work. Also, If employees arrived after



9:30 A.M. It is considered **late**. Existing Civil Service policies on tardiness and undertime shall apply.

8. Heads of units shall ensure the continuous delivery of service in their respective office during core working hours of 8:00 A.M. to 5:00 P.M. Front line 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 provision of the Republic Act 9485, or the Anti Red tape Act of 2007.

9. For strict compliance.



DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

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