



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

Office of the Schools Division Superintendent

OFFICE MEMORANDUM
OSDS-2023-0286

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

Subject: Implementation of Flexible Working Hours for the Non-Teaching Personnel in the Division Office

Date: 17 November 2023

1. In reference to the provisions specified in DepEd Order No. 23 s. 2018. "The Implementation of Flexible Working Hours for the Non-Teaching Personnel" in alignment with Civil Service Commission (CSC) MC 6 s. 2022, "Policies on Flexible Work Arrangement in the Government" as well as COA-DBM Joint Circular No. 1, s. 2022, "Policies on the Adoption of Flexible Work Arrangements for Conduct of Service (COS) and Job Order (JO) Workers in Government, the applicable regulations aim to establish a framework that facilitates the effective implementation of flexible work arrangements for non-teaching personnel, ensuring compliance with government standards.
2. This is to reiterate that the flexible working hours shall apply to all non-teaching in the Division Office.
3. Flexible working hours/ 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 (time out) daily for the duration of the period.
4. 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 shall be considered tardy. An employee shall be considered on the undertime if he/she arrives between 7:00 a.m. to 9:30 am. but fails to complete eight (8) hours of work. Existing Civil Service policies on tardiness and undertime shall apply.
5. Heads of offices shall ensure the continuous delivery of service in their respective offices during core working hours of 8:00 a.m. to 5:00 p.m., front line service providers 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 the Republic Act 9485.

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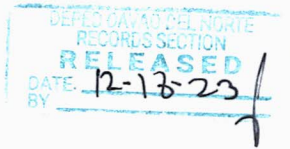


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6. For this purpose, the Division office will employ a template for completion by the respective concerned personnel and with subsequent endorsement through the signature of the Unit Head (please refer to the attached template). The completed template should delineate the proposed time schedule and is required to be submitted one week prior to the effective commencement of the intended flexible working hours.

7. For immediate dissemination of and strict compliance.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Encl.: as stated

References:

- DepEd Order No. 23 s. 2018
- Civil Service Commission (CSC) MC 6 s. 2022
- COA-DBM Joint Circular No. 1, s. 2022



