



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

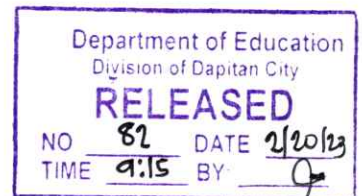
17 February 2023

**DIVISION MEMORANDUM**

No. 81, s. 2023

**ADOPTION OF FLEXIBLE WORKING HOURS FOR  
NON-TEACHING PERSONNEL STATIONED AT THE DIVISION OFFICE**

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary/Secondary Schools Administrators  
OSDS Section Heads  
All Others Concerned



1. As provided in DepEd Order No. 023, s. 2018, the Department of Education 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. of 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. Relative thereto, all 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 start from 7:00 a.m. to 6:00 p.m. An employee reporting for work at anytime between 7:00 a.m. to 6:00 p.m. must complete the required eight (8) hours of work per day. An employee who reports after 9:00 a.m. shall be considered tardy. An employee shall be considered on undertime if he/she arrives between 7:00 a.m. to 6:00 p.m. but fails to complete 8 hours of work. Existing Civil Service policies on tardiness and undertime shall apply.
4. Despite the adoption of flexible working hours, Chiefs of the Divisions/Heads of Sections 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.

Section Heads that render frontline services shall also ensure that all customers 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 in accordance with the provisions of Republic Act No. 9485, or the *Anti-Red Tape Act of 2007*, and its implementing rules and regulations.



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5. Attendance of employees in the flag ceremony every Monday and Friday is strictly enjoined pursuant to the provisions of Republic Act No. 8491 otherwise known as the Flag and Heraldic Code of the Philippines.
6. Employees who may want to apply for the flexible mode shall secure approval from the undersigned and the same shall be posted on the Bulletin Board for information.
7. This Memorandum shall take effect immediately.
8. For information, guidance, and compliance.

**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent

OSDS-ADMS-Memo-2023-014



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