



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601



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Office of the Schools Division Superintendent

DIVISION MEMORANDUM

Date: July 20, 2018

No. 166 s. 2018


**IMPLEMENTATION OF THE FLEXIBLE WORKING HOURS
FOR THE NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors: CID/ SGOD
Education Program Supervisors
Public Schools Division Supervisors
Unit Heads
All Public Elementary and Secondary School Heads
Non-Teaching Personnel
All Others Concerned

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1. Pursuant to DepEd Order No. 023 s. 2018, the Schools Division of Benguet hereby adopts the flexible working hours for the non-teaching personnel.
2. Flexible working hours shall apply to all non-teaching personnel in the Schools Division Office only and starts from 7:00 a.m. to 9:30 a.m. and ends from 4:00 p.m. to 6:30 p.m.
3. An employee reporting for work at any time 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 8 hours of work. Existing Civil Service policies on tardiness and undertime shall apply.
4. Despite the adoption of flexible working hours, heads of offices/unit/section 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.
5. Attendance of employees in the flag raising ceremony every Monday is strictly enjoined pursuant to the provisions of Republic Act No. 8491, or the Flag and Heraldic Code of the Philippines.
6. This Memorandum shall take effect immediately.
7. Immediate dissemination of this Memorandum to all concerned is desired.


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent