



Republic of the Philippines

Department of Education

Cordillera Administrative Region
Schools Division of Benguet

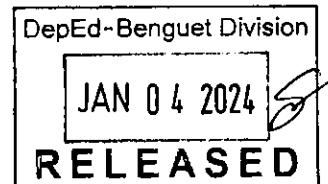
January 4, 2024

DIVISION MEMORANDUM

No. 03 s.2024

GUIDANCE ON THE IMPLEMENTATION OF FLEXIBLE WORKING HOURS FOR SDO BENGUET EMPLOYEES

TO: Office of the OIC-Assistant Schools Division Superintendent
School Governance and Operations Division
Curriculum Implementation Division
All Others Concerned



1. Department of Education Order No. 023, s. 2018 entitled, **Implementation of the Flexible Working Hours for Non-Teaching Personnel**, highlights the Department's adoption of flexible working hours for non-teaching personnel stationed at the Schools Division Offices. In accordance with the current guidelines and regulations, this memo is issued to provide further information and guidance on the implementation of flexible working hours for SDO Benguet employees stationed at the Division Office only.
2. Accordingly, the implementation of the flexible working time shall be in adherence to **Section 6, Rule XVII of the Omnibus Rules**, stating that, *"flexible working hours may be allowed subject to the discretion of the head of the department, provided that the weekly working hours shall not be reduced on the event that the department adopts the flexi-time schedule in reporting for work"*.
3. Moreover, the provisions outlined in **Section 5, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292**, support that *"all government officials, and employees are required to render eight working hours a day for five days a week, a total of 40 hours a week excluding time for lunch. The normal working hours shall be from 8 AM to 12 NN, and 1 PM to 5 PM."*
4. Lastly, **Civil Service Commission Memorandum Circular No. 14, s. 1989**, emphasize that flexible working hours should not start earlier than 7 AM and not end later than 7 PM. In no case shall the flexible working arrangement be occasionally changed by the employee at his or her convenience.
5. The purpose of the adoption of Flexible Working Hours is to promote work-life balance, enhance employee morale, and increase overall productivity. Hence,



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this SDO guidance shall provide a framework for office personnel to manage their work schedules more effectively while maintaining the organization's operational efficiency.

- This internal policy shall apply to all SDO Benguet personnel stationed at the Division Office only. The procedures and expectations regarding flexible working hours shall be outlined. Flexible time arrangements may be considered on a case-by-case basis and are subject to approval of the Schools Division Superintendent.
- For effective supervision of personnel, concerned non-teaching personnel in the SDO may adopt any of the flexible working schedules below:

Work Schedule	Lunch Break
7:00 AM – 4:00 PM	11:00 AM – 12:00 NN
7:30 AM – 4:30 PM	11:30 AM – 12:30 PM
8:00 AM – 5:00 PM	12:00 NN – 1:00 PM
8:30 AM – 5:30 PM	12:30 PM – 1:30 PM
9:00 AM – 6:00 PM	1:00 PM – 2:00 PM
9:30 AM – 6:30 PM	1:30 PM – 2:30 PM

- The chosen schedule may be changed only after six (6) months, after filing a written request at least thirty (30) days prior to the intended change of work schedule.
- While flexible working schedules may be in place, Chief Education Supervisors and unit or section heads must ensure continuous provision of services during the core working hours from 8:00 AM to 5:00 PM and even during lunch breaks, especially by those who are assigned to provide frontline services pursuant to RA 9485, otherwise known as the *Anti-Red Tape Act of 2007*. Hence, the **“No Noon Break Policy”** shall be strictly adhered to.
- Regardless of the chosen work schedule, attendance of employees in the Flag Raising Ceremony at 8:00 AM every Monday, or the next working day if Monday is declared a holiday or non-working holiday, is strictly enjoined pursuant to the provisions of RA 8491 or the Flag and Heraldic Code of the Philippines. The flag-lowering ceremony, must likewise be attended to by available employees at 5:00 PM every Friday or the last working day of each week. Failure to observe the provisions stipulated therein shall be dealt with appropriately.
- To avail of the flexible working hours option, Division Office employees are required to follow the outlined procedure:



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- a. Employees who wish to implement a flexible working schedule must submit a written request to the Schools Division Superintendent, duly reviewed and recommended by their immediate superiors who may be the Chief Education Supervisors for CID and SGOD personnel and the OIC-ASDS for OSDS Unit Heads and personnel.
 - b. The written request should include the preferred flexible work hours and a brief justification for the proposed schedule.
 - c. The Schools Division Superintendent will review and consider each request on a case-by-case basis, considering operational requirements and the best interests of the organization.
12. For easy reference of approving authorities, please attach approved flexible working schedules when submitting Daily Time Records monthly.
13. Flexible time is a privilege, not a right, and may be revoked or adjusted based on organizational needs. Employees consistently exhibiting tardiness, undertime, or neglect of duties during office hours, leading to a failure to adhere to the prescribed eight-hour workday, may face administrative charges. As per the civil service law, rules, and regulations, such actions could result in penalties, including suspension or dismissal from service.
14. Immediate dissemination of and strict compliance with this Division Memorandum is directed.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

OSDS/SLBU/cfm/rabb



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