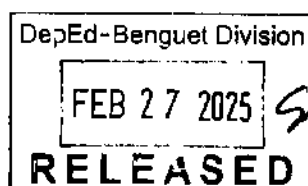




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

DIVISION MEMORANDUM
NO. 102 S.2025

TO: Assistant Schools Division Superintendent
Administrative Officer V
Chief Education Supervisors (CID & SGOD)
SDO Staff and Personnel (OSDS, CID, SGOD)
All Others Concerned



DATE: February 25, 2025

SUBJECT: INTERNAL GUIDELINES ON THE ADOPTION OF FLEXIBLE WORK ARRANGEMENT AT THE SCHOOLS DIVISION OFFICE OF BENGUET

Pursuant to Civil Service Commission (CSC) Resolution No. 2200209 promulgated on May 18, 2022 as amended by CSC Memorandum Circular No. 01 s.2025, the Schools Division Office of Benguet adopts the flexible working arrangement for non-teaching personnel. This memorandum sets forth the internal guidelines for the adoption of flexible work arrangements (FWA) within Schools Division Office of Benguet. These guidelines aim to enhance productivity, work-life balance, and operational efficiency while ensuring continued effective public service delivery.

1. Coverage

These guidelines apply to all non-teaching employees in the Schools Division Office of Benguet subject to the nature of their duties, operational requirements, and approval of the concerned office head.

2. Flexible Work Arrangements

SDO Benguet adopts the Flexitime as the flexible work arrangement based on the needs of the agency and upon approval.

Flexitime – refers to a work arrangement where the agency is allowed to adopt flexible time for its government officials and employees from 7:00AM to 7:00 PM on a daily basis, provided that the required forty (40) hours workweek is complied with.

3. General Guidelines

- A. Requests for FWA shall be submitted in writing with the fixed time (e.g 7:00AM – 4:00PM) chosen to the immediate supervisor and approved by the head of the agency/office **except Mondays**.
- B. The working hours of SDO officials/employees adopting flexitime shall not start earlier than 7:00AM and end not later than 6:00PM. Under this work arrangement, SDO Benguet Officials and Employees should 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.



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- C. Core working hours (8:00 AM – 5:00 PM) shall be maintained to ensure sufficient office presence and service delivery.
- D. All SDO Benguet Officials and 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.
- E. Heads of Divisions, sections and units shall, however ensure that the public is assured of their frontline services from 8:00 AM to 5:00 PM, including lunch break pursuant to the provisions of Republic Act No. 9485, or the Anti-Red Tape Act of 2007, and its implementing rules and regulations.
- F. Attendance of employees in the flag raising ceremony every Monday is strictly enjoined pursuant to the provisions of the Republic Act no. 8491, or the Flag and Heraldic Code of the Philippines.
- G. In the exigency of service, working days may also be altered to include Saturdays and Sundays; provided that employees who work on such days may choose to a compensatory days-off during weekdays, provided further that the Saturday and Sunday are regular workdays and not cases of overtime.
- H. Employees under FWA remain subject to existing performance evaluation standards and ethical guidelines.

4. Implementation and Monitoring

- A. The Administrative Section shall oversee the implementation of FWAs, including documentation, compliance monitoring, and periodic review of its effectiveness.
- B. The agency reserves the right to modify or revoke an employee's FWA based on performance, operational needs, or non-compliance with policies.

These guidelines take effect immediately upon approval.



ESTELA P. LEON-CARIÑO EdD, CESO III
 Regional Director and
 Concurrent Officer-in-Charge
 Office of the Schools Division Superintendent

Cc: CSC Benguet Field Office