



Department of Education
Region III
DIVISION OF CITY SCHOOLS
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RELEASED

DIVISION MEMORANDUM

No. 254, s. 2016

AUG 30 2016

To: All Non-Academic Personnel of this Division


By 
DepED Angeles City
Division of City Schools

From: **LEILANI S. CUNANAN, CESO VI**
Officer in Charge
Office of the Schools Division Superintendent

Subject: Reiteration on the Guidelines on the Implementation of the Flexi Time Work Schedule for the Non-Academic Personnel of the Department of Education (DepED Order 31, s. 2014)

Date: August 22, 2016

1. Pursuant to DepED Order 31, s. 2016, this division has been adopting the flexible working hours for non-academic personnel to provide prompt, uninterrupted, efficient, and responsive delivery of service to all clients. It has been observed, however, that certain provisions have to be emphasized, specifically on the issue on Tardiness as reflected on guideline no. 4 ***“Allowable Grace Periods to be Excused from Tardiness.”***
2. Those who arrive late to the office after the initial grace period of his/her work schedule, must accomplish **Form C-(Request-Justification for the Late Reporting for Work Beyond the Initial Grace Period of the Work Schedule)**
3. Please review the guidelines stipulated on the said DepED Order to avoid sanctions.
4. For your guidance and information


LEILANI S. CUNANAN, CESO VI
Officer in Charge
Office of the Schools Division Superintendent

(Enclosure to DepEd Order No. 31, s. 2014)

GUIDELINES ON THE IMPLEMENTATION OF THE FLEXI-TIME WORK SCHEDULE FOR THE NON-ACADEMIC PERSONNEL OF THE DEPARTMENT OF EDUCATION

1. **Rationale:** The Department is cognizant of the need to provide prompt, uninterrupted, efficient and responsive delivery of service to all clients; and, in order to achieve this, the necessity of continuously improving employees' welfare and morale as public servants. As such, employees shall be provided with the freedom to determine their respective work schedules, after due consultation with and approval of their heads of office. Thus, a flexi-time work schedule with fixed time of arrival is hereby implemented in the Department.
2. **Coverage:** The Flexi-Time Work Schedule shall apply to all non-academic personnel in the Central, Regional and Division Offices of the Department of Education, with the exception of DepEd officials who are presidential appointees and DepEd consultants.
3. **Choice of Work Schedule:** Employees shall choose from the following work schedules, which shall be their fixed time of arrival, subject to the approval of their respective approving authorities:

Work Schedule	Lunch Break
7:00 am – 4:00 pm	11:00 am – 12:00 noon
8:00 am – 5:00 pm	12:00 pm – 1:00 pm
9:00 am – 6:00 pm	1:00 pm – 2:00 pm

- 3.1 **Approval of Chosen Work Schedule, Requisites:** In approving the employee's work schedule, the approving authority must ensure that there shall be continuous provision of service in the respective offices from 7:00 AM to 6:00 PM, especially for frontline service offices pursuant to Republic Act 9485, otherwise known as the "Anti-Red Tape Act of 2007".
- 3.2 **Attendance to Flag-Raising Ceremony:** Attendance of employees to the flag raising ceremony every Monday is strictly enjoined pursuant to the

provisions of Republic Act No. 8491 otherwise known as the "Flag and Heraldic Code of the Philippines".

3.3 Constant Fixed Work Schedule: The chosen work schedule of the employees shall be their fixed work schedule, which may be changed only after six (6) months, when necessary, subject to filing of a written request of the employee at least thirty (30) days prior to the start of the intended change of work schedule and approval thereof by the Head of Office before its implementation.

4 Allowable Grace Periods to be Excused from Tardiness: Employees who choose the 7:00a.m. – 4:00p.m. or 8:00a.m. – 5:00p.m. work schedule shall be given grace periods to be exempted from tardiness, as follows:

4.1 Initial Grace Period: This consists of not more than fifteen (15) minutes of arrival beyond the chosen work schedule, regardless of number of times in a month. In order to complete the required eight (8) hours of work in a work day, the number of minutes of late arrival in a day may be off-set by staying for an equivalent number of minutes of late arrival beyond the fixed time of departure of the chosen work schedule.

4.2 Additional Grace Period: This consists of not more than fifteen (15) minutes of late arrival, *in addition to the time allowance of fifteen (15) minutes prescribed in the initial grace period*, but not to exceed four (4) times in a month; provided a written request to be exempted from tardiness with justifiable reason/s is submitted by the employee concerned on the same day it is incurred, subject to approval thereof by the Head of Office. Any disapproved late arrival even if within the allowable additional grace period shall be recorded as tardiness. The number of minutes of late arrival covered by an approved additional grace period may be off-set by staying for an equivalent number of minutes of late arrival beyond the fixed time of departure of the chosen work schedule in order to complete 8 hours of work in a day.

4.3 Illustrative Examples: The following shall be illustrative of the implementation of the above provisions:

Situations	Time to leave office	Effect
Arrived within the initial grace period <i>(e.g. An employee arrived at 7:11 am)</i>	Must complete 8 hours of work <i>(e.g. An employee who arrived at 7:11 am must leave at 4:11 pm to complete the 8 hour period)</i>	Not considered tardy

<p>Arrived after the initial grace period of 15 minutes, but within the additional grace period of 15 minutes, provided that the same is justified, approved, and does not exceed four (4) times in a month <i>(e.g. An employee arrived at 7:20 am for the first instance up to the fourth time in a month and all four instances have been justified and said justifications have been approved by the approving authority)</i></p>	<p>Must complete 8 hours of work <i>(e.g. An employee who arrived at 7:20 a.m. must leave at 4:20 p.m. to complete the 8 hour period)</i></p>	<p>Not considered tardy</p>
<p>Arrived after the additional grace period of 15 minutes for the fifth (5th) and subsequent time in a month <i>(e.g. An employee arrived at 7:20 am for the fifth time in a month)</i></p>	<p>Leave on the fixed time of departure</p>	<p>Recorded as tardy</p>

5. Use of Template Forms: Forms are to be accomplished for the foregoing applicable circumstances, templates of which are provided herewith, subject to the approval of the respective authorities:

Form A – Flexi-Time Work Schedule

Form B - Request for Change of Work Schedule

Form C - Request-Justification for Late Reporting for Work Beyond the Initial Grace Period of the Work Schedule

6. Approving Authorities: The following are the approving authorities for the forms, stated above:

DepEd Unit	Approving Authorities
Regional Office	<ul style="list-style-type: none"> • Regional Director
Division Office	<ul style="list-style-type: none"> • Schools Division Superintendent
Central Office	<ul style="list-style-type: none"> • Assistant Secretary / Chief of Staff (for employees in the Office of the Secretary) • Undersecretary (for

	<p>employees in the Undersecretary offices)</p> <ul style="list-style-type: none"> • Assistant Secretary (for employees in the Assistant Secretary offices) • Director (for employees in the Services, Bureaus Divisions and Centers, within their jurisdiction)
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7. **Information Dissemination:** An information dissemination campaign for this Order shall be conducted during the month of June 2014 in the Central, Regional and Division Levels of the Department.
8. **Effectivity:** These Guidelines shall take effect on July 1, 2014.
9. **Repealing Clause:** With respect to the employees of the Department in the Central Office, this DepEd Order amends Sections 2.a.2 and 2e of Office Order dated July 12, 2013 entitled "*Implementation of the Biometric Time Record in the Department of Education Central Office (DepEd CO)*". All other DepEd Orders and Memoranda inconsistent with these guidelines are hereby repealed.
10. For strict compliance.

BR. ARMIN A. LUISTRO FSC
AA Luistro Secretary *7/10* *sw*

FORM A

FLEXI-TIME WORK SCHEDULE OF NON-ACADEMIC PERSONNEL
EFFECTIVE JULY 1, 2014 OF

(NAME OF OFFICE)

A. PLANTILLA PERSONNEL

NAME	DepEd ID No.	POSITION	WORK SCHEDULE			SIGNATURE OF EMPLOYEE
			7:00am – 4:00pm	8:00am – 5:00pm	9:00am – 6:00 pm	

B. NON-PLANTILLA PERSONNEL (Contract of Service)

NAME	DepEd ID No.	POSITION	WORK SCHEDULE			SIGNATURE OF EMPLOYEE
			7:00am – 4:00pm	8:00am – 5:00pm	9:00am – 6:00 pm	

CERTIFIED CORRECT:

NAME AND SIGNATURE OF THE HEAD OF OFFICE
POSITION TITLE / DESIGNATION

Date: _____

FORM B

REQUEST FOR CHANGE OF WORK SCHEDULE

Date

**Name of the Head of Office
Position / Designation
Name of Office**

Sir / Madam:

I, full name of employee, position / designation, in the name of office, would like to request for a change of work schedule, from _____ to _____, starting _____.

This request is being made with due observance of the requirements of change of work schedule only after six (6) months of implementation of my current work schedule; a prior notice of at least thirty (30) days before the start of the intended change; and approval thereof by the Head of Office before its implementation.

Thank you for the kind consideration and approval of this request.

Very truly yours,

SIGNATURE ABOVE FULL NAME OF THE EMPLOYEE

APPROVED BY:

**NAME AND SIGNATURE OF THE HEAD OF OFFICE
POSITION / DESIGNATION
DATE: _____**

**REQUEST – JUSTIFICATION FOR THE LATE REPORTING FOR WORK BEYOND
THE INITIAL GRACE PERIOD OF THE WORK SCHEDULE**

Date: _____

I, full name of employee, position / designation, in the name of office, arrived late to the office after the initial grace period of my work schedule, details of which are as follows:

<u>Date</u>	<u>Time of Arrival</u>	<u>No. of Minutes Late</u>
mm-dd-yr	hr – mn	_____

due to the following reason / s :

For the record, this has been the _____ time that I arrived late to the office after the initial grace period for the month of _____, 2014. I am fully aware that, pursuant to DepEd Memorandum No. _____ dated _____, I may arrive in the office beyond the initial grace period not exceeding fifteen (15) minutes but not more than four (4) times in a month, without incurring tardiness, subject to presentation of justified reason/s duly approved by the Head of Office.

In view of the above reason/s, I hereby request for exemption from the policy on tardiness on the date specified above.

Thank you.

SIGNATURE OVER PRINTED NAME OF THE EMPLOYEE

ACTION TAKEN BY THE HEAD OF OFFICE

_____ REQUEST APPROVED _____ REQUEST DISAPPROVED

STATE REASON / S FOR DISAPPROVAL:

**NAME AND SIGNATURE OF THE HEAD OF OFFICE
POSITION / DESIGNATION**

DATE: _____