



Department of Education
Region III
DIVISION OF ANGELES CITY



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RELEASED

MAY 09 2017

By _____
DepEd Angeles City
Division Office

MEMORANDUM

TO: Office of the Schools Division Superintendent
Office of the Curriculum Implementation Division
Office of the School Governance & Operations Division

SUBJECT: Reiteration of DepEd Angeles City Policies

DATE: May 3, 2017

It has been observed that some DepEd Angeles City Policies issued through different memoranda are being ignored and/or forgotten.

Again, please be reminded of the following policies:

1. **Wearing of IDs** - IDs should always be worn at all times during office hours.
2. **Presence during Flag Raising every Monday and Flag Retreat every Friday** - All personnel are required to be in front of the flag pole **before 7:45 a.m. (Flag Raising) and 4:45 p.m. (Flag Retreat)** and should not wait for the ringing of the bell to signal the start of Flag Ceremonies.
3. **Personnel who works during weekends (Saturday and Sunday and holidays)** - should ask permission from the Office of the Schools Division Superintendent since they are using government resources, except those activities sanctioned by this Office.
4. **All Division Memoranda should pass through the School Governance and Operations Division (SGOD)** - this is to avoid any conflict, overlapping and duplication in the dates/schedule and venue.

5. **Tardiness** - please be reminded that the **15 minutes grace period** provided under DepEd Order 31, s. 2014, "Implementation of the Flexi-Time Work Schedule for the Non-Academic Personnel of the Department of Education" does not supersede the Civil Service Commission (CSC) Memorandum Circular No. 34, s. 1998 relative to an amendment to Section 8, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 (Administrative Code of 1987), to avoid its abuse, which states that:

*SEC. 8. Officers and employees who have incurred tardiness and under time, **regardless of the number of minutes per day**, ten (10) times a month for at least two (2) consecutive months during the year or for at least two (2) months in a semester shall be subject to disciplinary action.*

For immediate dissemination and strict compliance.

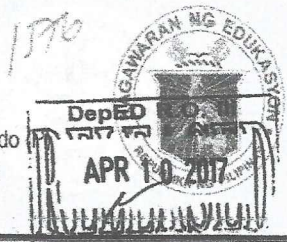

LEILANI SAMSON-CUNANAN, CESO VI
OIC- Schools Division Superintendent

/AOV



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Advisory

No. 125, s. 2016

To: SCHOOLS DIVISION SUPERINTENDENTS

From: **REGIONAL DIRECTOR**

Subject: **ACT 1st Clustered National Leadership Training and Seminar**

Date: April 6, 2017

1. The Alliance of concerned Teachers – Philippines will hold its 1st Clustered National Leadership Training and Seminar on May 6 to 8, 2017 at the Teachers' Camp in Baguio City.
2. The objectives of the activity are:
 - 2.1. help the teacher-leaders and future teacher-leaders nationwide in their professional growth;
 - 2.2. help them develop to become future teacher-leaders and to be more responsible and conscious;
 - 2.3. impart to them the general principles/concepts and objectives of the Department of Education (DepEd) and relay to them the important tasks that they have to do as educators;
 - 2.4. make them aware of their benefits as well as their rights and responsibilities;
 - 2.5. make them aware about the present national situation and its relation to the overall education situation of the country;
 - 2.6. impart to them the knowledge on the proper management of their federation and faculty clubs; and
 - 2.7. educate them on the proper handling of issues and problems that may arise within their respective schools or their other member schools between the administration and teachers, among teachers and between teachers and parents or teachers and students. This is a major and conducive factor that would greatly contribute to the advancement of the quality of education.
3. Participants to this activity are selected officers and number of the teachers federation in Region III and Officers and Coordinators of ACT-Region III Union.
4. A registration fee of Php500.00 will be collected from each participant as counterpart to cover the cost of food, snacks, kits and other expenses.
5. For more information, contact Mr. Raymond Basilo at 0917-638-9151 and Mr. Benjamin Volbuera, 0916-229-4515.
6. For information.

[Signature]
MALCOLM S. GARMA, CESO V
Director III
Officer-In-Charge
Office of the Regional Director ✓