



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

24 JUNE 2024

DIVISION MEMORANDUM
NO. 381, S. 2024

ATTENDANCE TO FLAG RAISING CEREMONY

To: Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists
Division Section/Unit Heads
Division Non-Teaching Personnel

This is to reiterate Item No. 7 of Division Memorandum No. 237, s. 2024, that 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.

For strict compliance.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

OSDS/ELO/mama/jlsr/mce



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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

April 5, 2024

DIVISION MEMORANDUM

NO. 237, s. 2024

FLEXIBLE WORKING HOURS FOR NON-TEACHING PERSONNEL

To: Chief Education Supervisors, SGOD and CID
Division Section/Unit Heads
Division Non-Teaching Personnel

1. This Office adopts flexible working hours for non-teaching personnel in accordance with CSC Memorandum Circular No. 06, s. 2022, entitled "Policies on Flexible Work Arrangements in the Government," which provides adaptable and responsive work schemes for government officials and employees to manage any current or emergent situations caused either by natural or man-made calamities or any other situation that may affect the delivery of public service.
2. Pursuant to DepEd Order No. 23, s. 2018, "Implementation of Flexible Working Hours for Non-Teaching Personnel," all 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.
3. Flexible working hours start from 7:00 a.m. to 9:30 a.m. and end from 4:00 p.m. to 6:30 p.m. Under this work arrangement, government officials and employees may choose their time to report to work (time-in) in the morning and time to leave (time-out) daily for the duration of the period subject to the approval of the agency/office head.
4. 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 eight (8) hours of work. Existing Civil Service policies on tardiness and undertime shall apply.



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5. Despite the adoption of flexible working hours, heads of offices 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.
6. Heads of Offices which render frontline services shall ensure that all clients who are within their premises prior to the end of official working hours are attended to and served even during the lunch break and after regular working hours, pursuant to the provisions of Republic Act No. 9485, or the Anti-Red Tape Act of 2007, and its implementing rules and regulations.
7. 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.
8. The Division Office will utilize a template prepared by the section head for this purpose. The said form will specify the preferred time schedules of personnel and must be submitted not later than three (3) days prior to the scheduled commencement of flexible working hours.
9. Immediate dissemination of and strict compliance with this Memorandum is directed.

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent


MARY ANN M. ALLERA

Assistant Schools Division Superintendent
Officer In-charge

 Office of the Schools Division Superintendent

OSDS/ELO/mama/jlsr



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NON-TEACHING PERSONNEL TIME SCHEDULE

Name	Designation	Preferred Time Schedule		Signature
		Time In	Time Out	
1.				
2.				
3.				
4.				
5.				

Prepared by:

Section Head

Approved:

EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

MARY ANN M. ALLERA
Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent



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