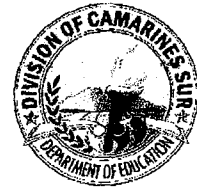




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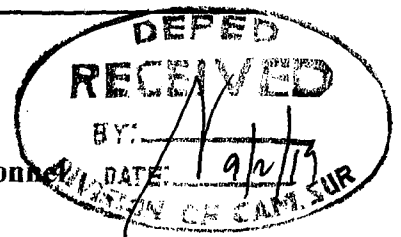
Region V

DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur
Telephone number 871-3345/fax number 871-3340/depedcamsur.com



DIVISION MEMORANDUM

No. 319 s. 2019



TO : All concerned ~~DepED~~-Camarines Sur Division Office Personnel

FROM : SUSAN S. COLLANO, CESO VI
OIC-Schools Division Superintendent

DATE : August 30, 2019

RE : Flexi time, Pass Slips, Submission of DTR/CSC Form 48

In the implementation of the **FLEXIBLE WORKING HOURS** for non-teaching personnel, pursuant to Section 6, Rule XVII of the Omnibus Rules implementing Book V of the Administrative Code of 1987 and Memorandum Circular no. 14 s. 1989 of the Civil Service Commission, in consonance with DepED's agenda to expand the scope of employee welfare to respond to felt and reasonable needs of its personnel, it is reiterated that all employees who will avail of said flexi time shall render **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) upon approval of the Schools Division Superintendent. This shall not be reduced by the adoption of flexible working hours which shall start from 7:00 a.m. to end at 4:00 p.m. and from 9:30 a.m. to end at 6:30 p.m.

An employee reporting for work at anytime between 7:00 a.m. to 9:30 a.m. must complete the required eight (8) hours of work per day.

- If an employee reports after 9:30 a.m. he shall be considered **TARDY**.
- If he/she arrives between 7:00 a.m. to 9:30 a.m. but fails to complete 8 hours of work, he shall be considered on **UNDERTIME**. Existing policies on tardiness and undertime shall apply.

Despite the adoption of flexible working hours, Unit Heads 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.

There shall be no flexi time on Mondays as Attendance of all employees in the flag raising ceremony is strictly enjoined pursuant to the provisions of Republic Act no. 8491, or the Flag and Heraldic Code of the Philippines wearing the prescribed uniform.

For those employees NOT AVAILING OF THE FLEXI TIME, a **GRACE PERIOD** of **FIFTEEN (15)** minutes shall still be granted (up to 8:15 in the morning).

Likewise, **PASS SLIPS (PERSONAL for two (2) hours)** shall be allowed for **three (3) times every month** to every requesting employee upon recommendation of their unit heads and **approval of the HRMO**. However, a strict observance of the CSC Memorandum Circular No. 1 series of 2017 reiterating the policy on government prescribed office hours shall be implemented.

"It is the duty of agency heads to ensure that all officers and employees under them will strictly observe the prescribed office hours."

"A. HABITUAL ABSENTEEISM:

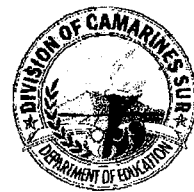
"[1] An employee in the civil service shall be considered habitually absent if he incurs **unauthorized absences** exceeding the allowable **2.5 days monthly leave** credits under the leave law for at least three (3) months in a semester or at least three (3) consecutive months during the year;



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"[2] In case of claims of ill health, heads of units are encouraged to verify the validity of such claim and, if not satisfied with the reason given, should disapprove the application for sick leave. On the other hand, cases of employees who absent themselves from work before approval of their application should be disapproved outright; and

"[3] In the discretion of the head of any department, agency or office, any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave. Those found violating the leave laws, rules or regulations shall be dealt with accordingly by filing appropriate administrative cases against them.

"B. **HABITUAL TARDINESS:**

"Any employee shall be considered habitually tardy if he incurs **TARDINESS**, regardless of the number of minutes, **TEN [10] TIMES A MONTH FOR AT LEAST TWO (2) MONTHS** in a semester or at least (2) consecutive months during the year.

"C. **SANCTIONS:**

"[1] The following sanctions shall be imposed for violation of the above guidelines:

"(a) For the first violation, the employee, after due proceedings, shall be meted the penalty of **6 MONTHS AND 1 DAY TO 1 YEAR SUSPENSION WITHOUT PAY:**

"(b) For the second violation, and after due proceedings, he shall be **DISMISSED** from service.

"Reports on attendance of all employees through **CSC FORM 48 OR THE DAILY TIME RECORD** must be submitted to the Personnel Office not later than two [2] weeks after the end of every month. Failure to do so will be reflected in the Form 7 to be submitted to ROV as there being no evidence of services rendered.

"Heads of units shall oversee the strict implementation of this Memorandum effective immediately.

For widest dissemination and strict compliance.