



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



November 22, 2024

Division MEMORANDUM
No. 472, s. 2024

REITERATION OF CIVIL SERVICE POLICIES, GUIDELINES AND STANDARDS

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Administrative Officers
All Other Division Office Personnel

1. In the interest of ensuring adherence to the principles of efficiency, accountability, and professionalism in public service, this memorandum serves to reiterate key rules and guidelines as mandated by the Civil Service Commission (CSC) under existing laws and regulations, including, but not limited to, Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees) and relevant DepEd guidelines and CSC Memorandum Circulars.
2. This initiative aims to remind all personnel of their duties and responsibilities as public servants, safeguard the integrity of government service, and promote a work environment characterized by discipline and excellence. Adherence to these guidelines is crucial to maintain public trust and uphold the standards of civil service.
3. The provisions outlined in this memorandum highlight the importance of punctuality, workplace attendance, proper conduct, and other critical aspects of government service.
4. All employees are enjoined to review and comply with these directives to avoid any administrative repercussions for non-compliance.

4.a LOAFING. Section 5, Rule XVII of the Omnibus Rules, provides that officers and employees of all department and agencies except those covered by special laws shall render not less that eight (8) hours of work a day for five (5) days a week or total of 40 hours a week exclusive of time for lunch, which as a general rule shall be from 8:00 a.m. to 12:00 and from 1:00 p.m. to 5:00 p.m. on all days except Saturdays, Sundays and Holidays.

In the context of the Civil Service Guidelines, **LOAFING** typically refers to the act of wasting time or avoiding work during official duty hours. It is considered a form of inefficiency or misconduct as it involves neglecting one's

responsibilities or failing to fulfill tasks effectively. Loafing can manifest in various ways, such as, but not limited to:

4.a.i. Idle behavior. Spending excessive time on non-work-related activities during work hours,

4.a.ii. Unauthorized absences. Leaving the workplace without permission or lingering outside the designated area of work, and

4.a.iii Using work time for personal matters. Engaging in activities unrelated to work duties, such as but not limited to reading magazines or newspapers, making or answering calls for personal interest, engaging in TikTok, YouTube, Facebook and other social media platforms, and online games, shopping online, or handling personal business and other similar activities.

Loafing, as provided under Sec. 50, Rule 10, 2017 RACCS, may lead to disciplinary action, in fact it is considered as a, grave offense, especially if it significantly disrupts workplace productivity or violates adherence to the principles of integrity, efficiency, and accountability. **Hence, if personnel frequently disappear or is unreachable during office hours without proper justification, it can be classified as loafing or abandonment of duty, depending on the severity and intent.**

4.b. NO NOON BREAK POLICY. Regular lunch break shall be observed FROM 12:00nn to 1:00 p.m. However, to ensure that the **No Noon Break Policy** is being implemented, a shifting lunch schedule for the Public Assistance and Complaints Desk Officer (PACDO) of the day shall be adopted as follows:

Schedule of PACDO	Scheduled Lunch Break
08:00 a.m. - 01:00 p.m.	01:00 p.m. - 02:00 p.m.
12:00 nn - 05:00 p.m.	11:00 a.m. - 12:00 nn

Each office is also required to observe the **No Noon Break Policy** and follow the aforementioned shifting lunch schedule as necessary. The Head of Division/Unit/Section shall also ensure that their respective offices are properly manned from 12:00 nn to 01:00 p.m. Said schedule of the office's frontline officer and PACDO shall reflect in their respective Form 48 (Daily Time Record) for monitoring purposes.

Public Assistance and Complaints Desk Officers (PACDOs) are not allowed to bring their cellular phone while on duty as frontline officer of the day.

4.c. FLEXIBLE WORKING HOURS. Flexible working hours shall apply to all non-teaching personnel in the Central, Regional, and Schools Division Offices. (DepEd Order No. 23, s. 2018).

Flexible working hours starts from 7:00 a.m. to 9:30 a.m. and ends from 4:00 p.m. to 6:30 p.m. An employee reporting to work anytime between 7:00 a.m. to 9:30 a.m., must complete the required eight (8) hours of work per day. Despite the adoption of flexible working hours, heads of divisions/units/sections 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.

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 policies on tardiness and undertime shall apply.

4.d. TARDINESS AND UNDERTIME. Time-in beyond the start of official work schedule in the morning and afternoon shall be considered as tardiness. Any official or employee who is absent in the morning is considered to be tardy. (CSC Memorandum Circular No 17, s. 2010)

Time-out before the prescribed lunch break and dismissal time shall be considered as undertime. Any official or employee who is absent in the afternoon is considered to have incurred undertime. (CSC Memorandum Circular No 17, s. 2010)

The CSC is also explicit that agencies have the authority to implement specific rules with the approval of the Head of Agency provided that these arrangements still ensure compliance with the 40-hour work weekly requirement. **Hence, a 45-minute interval for time-in and time-out between 12:00nn to 1:00 p.m. shall be implemented and observed for the following reasons:**

4.d.i Adherence to attendance policies. This will serve as a reminder that personnel must not be timed-in if they are not physically present in the office. It reinforces accountability in attendance records.

4.d.ii. Discourages loafing and prolonged breaks. Minimizes opportunities for personnel to misuse office hours by taking excessively long or unrecorded breaks. This promotes professionalism and productivity during official working hours.

4.d.iii. Encourages efficient time management. Reminds personnel to efficiently utilize their lunch break within the allocated time, ensuring that work resumes promptly after the break.

Therefore, all biometric equipment in the Division Office shall be calibrated beginning November 25, 2024 as follows:

Time-out Interval	Time-in Interval
12:00 nn to 12:30 p.m.	12:45 p.m. onwards

All personnel shall submit their Daily Time Records (DTR) with approved CS Form 6, Approved Monitoring Plan (as applicable), Locator Slips and/or Travel orders and Certificate of Appearance (for official travels) on or before the 7th day of the succeeding month.

Alteration/s of the entries in the printed biometric report is not allowed. In cases where an employee's Daily Time Record (DTR) contains incomplete or blank entries, the concerned employee shall submit a **Justification Letter** addressed to the Schools Division Superintendent, explaining the reason(s) for the incomplete or blank entry/entries, indicating the specific date(s) and time(s) affected. Failure to comply may result in the marking of the DTR entry as an **absence or undertime**, subject to applicable sanctions.

4.e. PASS SLIP. All Division Office employees, including the chiefs are required to use the Pass Slip for leaving office premises during office hours for personal transactions (this includes participation in social obligations) beginning November 25, 2024. **An employee may only be allowed to use a pass slip once a day for an hour and a maximum of three (3) occasions in a week.**

4.e.i. The Pass Slip will be secured from the Office of the Asst. Schools Division Superintendent for traceability and control.

4.e. ii. Upon accomplishing the Pass Slip, the employee will secure the initial of his/her Chief and submit the same to the OASDS for recording and Control Number. This will be forwarded to the Schools Division Superintendent for perusal and approval.

4.e.iii. The employee will show the Pass Slip to the assigned PACDO/Security Personnel for recording of Time of Departure and afterwards, the time of arrival upon return. The employee upon return to the office shall immediately submit the Pass Slip to the OASDS for recording.

4.e. iv. Any excess in the one (1) hour Pass Slip limit shall be reflected as undertime.

4.e.v. The OASDS shall consolidate the use of the Pass Slip at the end of the month and thereafter, submit a report to the Schools Division Superintendent, copy furnish the chief of divisions for the inclusion of undertime in the DTR if applicable.

4.f. LEAVE APPLICATION. An official or employee may avail any of the following leave privileges in accordance with CSC and office rules and regulations: sick leave, vacation leave, forced leave, special privilege leave, solo parent or parental leave, maternity leave, paternity leave, rehabilitation leave, study leave, Anti-VAWC Leave, Magna Carta of Women Leave.

4.f.i. All applications for **vacation leave of absence** for one (1) full day or more shall be submitted on the prescribed form for action by the proper head of agency **five (5) days in advance** from effective date of such leave. This also includes forced leave, and special privilege leave.

4.f. ii. All application for **sick leave of absence** for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee's return from such leave. In addition, all personnel on sick leave shall inform through text, private message or call, their immediate heads concerning their leave.

It is to be note that applications particularly forced and vacation leave may be disapproved by immediate heads by virtue of exigency of service.

4.g. ATTENDANCE TO FLAG RAISING AND FLAG LOWERING CEREMONIES. Section 18 of R.A. 8491 mandates that all government offices and educational institutions must hold flag-raising ceremonies every Monday or the first working day of the week and flag-retreat ceremonies every Friday or the last working day of the week. Civil Service Commission (CSC) Memorandum Circular No. 19, s. 2012 explicitly requires all government officials and employees to attend flag-raising and retreat ceremonies as part of their duties. Non-attendance without a valid reason may be considered a violation of ethical standards for public officials.

4.g.i. All officials and employees are required to attend the Flag Raising Ceremony at 8:00 a.m. every Monday. If Monday is declared a Holiday, the Flag Raising Ceremony shall be held on the next work day.

4.g. ii. All officials and employees are required to attend the Flag Lowering Ceremony at 5:00 p.m. every Friday or on the last work day of each week.

4.g.iii. Employees with scheduled local activities such as but not limited to monitoring, training, meetings and other similar events shall attend first the flag raising ceremony before proceeding to their scheduled activities

4.g. iv. The Office of the Assistant Schools Division Superintendent is tasked to check and record the attendance of all employees to the flag raising and flag lowering ceremonies.

4.g.v. An official or employee who failed to attend the flag raising ceremony at least three (3) times in a month shall be issued a notice of infraction.

5. For information, guidance and strict compliance.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent