



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the School Divisions Superintendent

March 17, 2025

**Division Memorandum**

No. 132 series, 2025

To: **All Division Personnel**  
**School's Non-Teaching Personnel**  
**SDO Contract of Service (CoS) and**  
**Job Order (JO) Personnel**

**Reiteration on the Implementation of the Flexible Working Hours in the Schools Division Office of Tabuk City.**

1. In line with DepEd Order No. 004, series 2025, "the guidelines on the adoption of the flexible work arrangement in the Department of Education", the flexible work arrangements stipulated in this order shall cover all non-teaching and related -teaching officials and employees, Contract of Service (CoS), and Job Order (JO) Personnel, all public elementary, junior, and senior high schools and community learning centers (CLCs).

Teaching personnel shall **adhere** to the class schedule and arrangement adopted at the start of the classes consistent with the Learning and Service Continuity Plan as part of the School Improvement Plan (SIP).

2. All SDO-Tabuk City Personnel, 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. DepEd Personnel under any Flexible Work Arrangement are required to attend the **flag raising ceremony** at exactly eight o'clock in the morning (8:00 am) of every Monday as provided in Republic Act No.8491 otherwise known as the Flag and Heraldic Code of the Philippines.

4. The adoption of Flextime shall start not earlier than **7:00 am** and end not later than **6:00 pm**. Under this work arrangement, DepEd Personnel may choose their time-in in the morning and time-out daily for the duration of the period subject to the approval of the Head of functional Office or Schools Head.

Heads of Functional Office shall ensure that the public is assured of their frontline services from 8:00 am to 5:00 pm, including lunch break.

5. Relative to this, all DepEd Personnel under this arrangement shall report for work at any time between 7:00 am to 9:00 am and shall complete the required eight (8) hours of work per day. DepEd employees who report for work past 9:00 am shall be considered **tardy** while those who arrive between 7:00 am to 9:00 am but fail to complete the required eight (8)-hour work-day shall be considered to have been **undertime**.



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DepEd Tayo Tabuk City



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6. Under the Fixed Flexitime schedule, the DepEd employee shall choose from the following fixed work schedules subject to the approval of their **Head of Functional Office**.

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| <b>Curriculum Implementation Division</b>        | - Ramonchito A. Soriano<br>Chief CID             |
| <b>Schools Governance and Operation Div.</b>     | - Sally P. Feken<br>Chief SGOD                   |
| <b>Office of the Schools Division Supt. Div.</b> | - Dorothy S. Asingal<br>Administrative Officer V |
| <b>Schools Non-Teaching Personnel</b>            | - Schools Head                                   |

**Fixed Flexitime Schedule:**

<b>Work Schedule</b>	<b>Lunch Break</b>
7:00 am to 4:00 pm	11:00 am to 12:00 nn
8:00 am to 5:00 pm	12:00 nn to 01:00 pm
9:00 am to 6:00 pm	1:00 pm to 02:00 pm

In approving the fixed work schedule of DepEd Personnel, the Head of Functional Office shall ensure that there shall be continuous provision of services in their respective offices from 7:00 am to 6:00 pm.

7. The chosen work schedule shall be the **fixed schedule** of DepEd Personnel, which may be changed only after **six (6) months**, when necessary, subject to filing of a written request at least thirty (30) days prior to the start of the intended change of work schedule and approval of the Head of functional Office prior to its implementation.

8. A **fifteen (15)-minute** grace period shall be allowed for DepEd officials or employees under the fixed Flexible Work Schedule, regardless of number of times in a month. However, in order to complete the required eight (8) hours of work in a day, the number of minutes of late arrival in a day may be offset by staying for an equivalent number of minutes of late arrival beyond the fixed time of departure of the approved work schedule.

9. This Order shall take effect on **April 1, 2025**.

10. All other issuances, rules and regulations, and provisions that are inconsistent with these guidelines are hereby repealed or modified accordingly.

11. Immediate dissemination of and strict compliance with this Order is directed.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
 Schools Division Superintendent 

