



Republic of the Philippines
Department of Education
National Capital Region

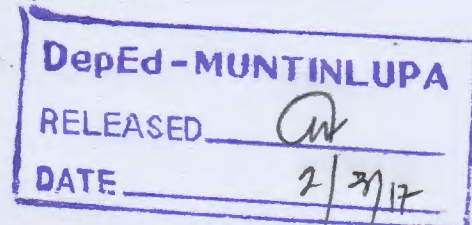
SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

January 31, 2017

DIVISION MEMORANDUM

No. 015 s. 2017

To: OIC- Asst. Schools Division Superintendent
Chief, CID/SGOD
Education Program Supervisors/ Coordinators/ District Supervisors
Public Elementary and Secondary Schools Principals/Officers-in-Charge
Administrative Officer
All Concerned



REITERATING OFFICE RULES AND REGULATIONS

This Office reiterates the following Office Rules and Regulations for strict compliance of all concerned:

On Attendance and Regular Office Hours

Officers and employees who have incurred tardiness and undertime, regardless of the number of minutes per day, ten (10) times a month for at least two (2) consecutive months during the year or at least two (2) months in a semester shall be subject to disciplinary action. (Section 8, Rule XVIII of the Omnibus Rules Implementing Title, I, Subtitle A, Book V of the Administrative Code of 1987)

Any officer or employee who incurs under time, regardless of the number of minutes / hours, ten (10) times a month for at least two months in a semester, and or for at least two months during the year shall be liable for Simple Misconduct and or Conduct Prejudicial to the Best Interest of the Service, as the case maybe (CSC MC No. 16, 2010).

Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours of work a day for five days a week or a total of forty hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight o' clock in the morning to twelve o' clock noon and from one o' clock to five o' clock in the afternoon on all days except Saturdays, Sundays and Holidays (Section 5, Rule XVII of the same Omnibus Rules).

Personnel who is absent in the morning is considered tardy, while personnel who is absent in the afternoon is considered under time (CSC MC No. 17, s 2010).



On No Noon – Break Policy and Official Time

Every section of the division must assign personnel to attend to any transaction during the 12:00 – 1:00 lunch break period. Front line services must have staggered lunch break from 11:00am to 12:00 noon (ARTA). Morning and afternoon snack breaks shall be 10:00am 10:15am and 3:00pm to 3:15, respectively.

Those who are attending meetings or official functions outside Division Office during office hours shall secure permit from the Schools Division Superintendent and shall be submitted to the guard on duty to monitor departure and arrival.

Any personnel who wish to spend lunch break outside shall logout at the guard. Personnel who extend prescribed break time shall be sanctioned accordingly.

Personnel must finish their target work – load for the day within the 8 – hour official time, as a measure of efficiency. Personnel shall stay on their work area. Loitering around in other's area delays delivery of basic services. Thus, no personnel must stay in the Office beyond 5:30 pm unless there is an approved overtime to justify such stay. Staying beyond office hours contributes to increasing electricity consumption and other government resources.

On Attendance to Flag Ceremonies

It is our civic duty to attend flag – raising ceremonies every Monday at 7:10 in the morning. All Education Supervisors must report to the Division Office and attend the flag ceremonies before proceeding to the field for monitoring. Regular meetings to update activities for the week and to report previous week accomplishment shall likewise be done right after.

“All government offices and educational institutions shall henceforth observe the flag-raising ceremony every Monday morning and the flag lowering ceremony every Friday afternoon. The ceremony shall be simple and dignified and shall include the playing or singing of the Philippine National Anthem (Sec. 18, RA 8491).”


On Wearing of Proper Uniform and Identification Card

Division officials and non – teaching personnel are required to wear proper uniform and official ID upon entry to and stay within division premises.

RA 6713 goes beyond modesty and proper decorum. The wearing or prescribed uniform and appropriate clothes (during Fridays) preferably business dress exemplify professionalism. The use of party attire, picnic clothes, sandos, t-shirts, tights, seductive/ transparent dress, shorts, leggings, maong pants and the likes shall not be worn at work. Likewise, the use of too much costume jewelries and flashy bangles or similar accessories is prohibited. Appropriate footwear shall mean closed formal shoes (CSC MC No. 14 and 25, s. 1991, Dress Code).

Personnel who are in mourning or full pregnant shall be exempted from wearing prescribed uniform during the period approved by the administrative officer.

Wearing of ID at all times forms part of official uniform. It helps our clientele in giving feedback (commendation/compliant) as regards to our services rendered.



On Filing of Leave of Absence

Officials and employees must file application of leave of absence (whether with pay or without pay) five (5) days from the date of the intended leave of absence. For those who went on sick leave shall file their Form 6 immediately after resumption to duty. However, sick leave exceeding five (5) days shall submit medical certificate.

An employee who is absent without approved leave should not be entitled to receive salary corresponding to the period of his unauthorized leave of absence.

On Energy Saving Measures

In line with the austerity program of the government, all SDO Personnel (Principal/ School Heads, Coordinators, Non-Teaching Personnel) must observe the following energy – saving measures:

- Switch off electrical / electronic equipment, and lights at the end of office hours or when not in use.
- Limit use of internet connection to work – related matters such as receiving and sending official communications. Personal matters shall be done at home.
- Switch off water supply main gate valve at the closing of office hours and weekends.
- Air-conditioning units and electric fans to be turn – on only at 9:00am and switch – off at 4:00 pm.
- Shift to light emitting diodes (LED) lighting fixtures when replacing busted incandescent and compact florescent light (CFL). LEDs are initially expensive but cost – saving in the long run.
- Institute other energy – saving measures to further reduce water, electric and communication bills. This Office shall closely monitor and publish monthly school utility consumptions.

For your guidance and strict compliance.



MAURO C. DE GULAN, Ed. D.
Schools Division Superintendent