

**RELEASED**

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Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

August 30, 2024

**DIVISION MEMORANDUM**

No. 409 s. 2024

**REITERATION OF DEPED POLICIES/RULES  
FOR EFFECTIVE AND EFFICIENT OFFICE AND SCHOOL OPERATIONS**

TO : Assistant Schools Division Superintendent  
SGOD & CID Chiefs and Personnel  
OSDS Unit Heads and Personnel  
School Heads and Personnel  
All Others Concerned

1. As the Department of Education upholds the highest standards of conduct and performance among its employees to fulfill stakeholders' needs and expectations in its Quality Policy, this Office hereby reiterates Department policies/rules for effective and efficient office and school operations effective September 2, 2024.

2. This memorandum aims to remind employees of the proper conduct in the workplace and courtesy towards superiors, co-employees, visitors, and other clients in the performance of their tasks and responsibilities as public servants.


3. In the enclosure to this memorandum, the specific policies/rules are discussed in the following order:

I. Employee Identification Card	VII. Flag Raising and Lowering Ceremonies
II. Uniform/Dress Code	VIII. Public Assistance Desk Officer
III. Office Hours	IX. Cleanliness, Orderliness and Security
IV. Attendance	X. Facilities and Equipment
V. Leave of Absence	XI. Internet Access
VI. Travels	XII. Professionalism in DepEd

4. Non-compliance with this memorandum shall be dealt with accordingly as a violation of Reasonable Office Rules and Regulations under Rule 10 Section 50 F (3) of the 2017 Rules on Administrative Case in the Civil Service (2017 RACCS), and Republic Act No. 6713, "The Code of Ethical Standards for Public Officials and Employees" and other relevant laws and regulations.

5. Provisions in previously issued memoranda inconsistent with this memorandum are rescinded.

6. For information, guidance, and compliance.

  
CECILE C. FERRO CESO VI

Asst. Schools Division Superintendent

Officer In-Charge

Office of the Schools Division Superintendent



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Enclosure to Division Memorandum No. 409, s. 2024

**POLICIES/RULES FOR EFFECTIVE AND EFFICIENT  
OFFICE AND SCHOOL OPERATIONS IN SDO CATANDUANES**

**I. EMPLOYEE IDENTIFICATION CARD**

1. The office/school personnel identification card must follow the standard ID card format and color code issued in DepEd Order No. 31, s. 2019 "The Department of Education Service Marks and Visual Identity Manual".  
(For the whole Department, blue is for the third level positions appointed by the President of the Philippines; red is for the chiefs and other plantilla positions or regular items; and yellow is for personnel on contract-of-service and consultants.)
2. For the SDO, the ICT Unit is in-charge of releasing the ID Card of new employees upon endorsement by the HR Unit. Old employees may request replacement of worn-out or lost ID Cards directly at the ICT Unit. For the schools, the School Head is responsible for the arrangements for the issuance of the employee ID Card.
3. The ID card must be always worn while inside the office/school premises, from the time the employee enters the office/school until the time s/he leaves for home. This is a requirement for all employees transacting with the public pursuant to Section 9 (g) of Republic Act No. 11032 otherwise known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018".
4. The HR (Personnel) Unit shall take charge of monitoring the wearing of ID in the SDO, while for schools, the School Heads/Head Teachers shall monitor compliance. Unit Heads are also expected to closely monitor the employees under their care. Habitual non-compliance of an employee with this policy is subject to disciplinary action.
5. Any employee who alters a photo ID Card or who allows any card issued in his or her name to be used by any other person is subject to disciplinary action.

**II. UNIFORM/DRESS CODE**

1. The use of office/school uniform prescribed in DepEd Memorandum No. 16, s. 2021 "Guidelines on the New DepEd National Uniform for Teaching and Non-Teaching Personnel" is mandatory for all DepEd Employees.
2. As provided for in the same memo, the following will be allowed:
  - a. Modification or adjustments on the prescribed uniforms (e.g. long sleeves instead of short sleeves, skirts, instead of pants for the female employees) to conform with religious, social, and cultural requirements or any legitimate practice related thereto shall be allowed. Dress and skirt must be at least knee-length.





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Habitual non-compliance of an employee with this policy is subject to disciplinary action.

### III. OFFICE HOURS

1. Under Section 5, Rule XVII Omnibus Rules Implementing Book V of Executive Order. No. 292, all government officials and employees are required to render eight hours of work a day for five days a week or a total of forty hours a week excluding time for lunch. The normal working hours shall be from 8 a.m. to 12 noon and 1 p.m. to 5 p.m. on all days, except Saturdays, Sundays and Holidays. This applies to all employees, except teachers.
2. However, non-teaching personnel may apply for flexible working hours per DepEd Order No. 23, s. 2018 “Implementation of the Flexible Working Hours for the Non-Teaching Personnel” but must still complete the 8 working hours required per day.
  - a. Flexible working hours starts from 7 a.m. to 9:30 a.m. and ends from 4:00 p.m. to 6:30 p.m.
  - b. Even on flexible working hours, attendance of employees in the flag ceremony every Monday is strictly enjoined pursuant to the provisions of Republic Act No. 8491, or the Flag and Heraldic Code of the Philippines
3. For teachers, DepEd Order No. 5, s. 2024 “Rationalization of Teachers’ Workload in Public Schools and Payment of Teaching Overload” shall apply. Teachers shall render eight (8) hours of service per day, of which six hours must be devoted to actual classroom teaching while the remaining two hours shall be allotted for work incidental to teaching which may be spent within or outside the school premises.
4. Work arrangements other than the 8 a.m. to 5 p.m. regular work schedules must be applied for through the HR (Personnel Unit) and must be duly approved by the authorities.
5. Frequent unauthorized tardiness (Habitual tardiness) in reporting for duty is a light offense punishable under Section 50F of the 2017 Rules on Administrative Cases in the Civil Service.
6. All employees are expected to perform their tasks during office hours. Conduct of personal business and other similar activities during office hours are prohibited.
7. Private practice of profession by concerned personnel should be applied for and must be in consonance with the Republic Act. No. 6713, the Code of Conduct and Ethical Standards for Public Officials and Employees and CSC Memorandum Circular No. 32, s. 1993 “Policy on Entrepreneurial Activities of Government Employees”.
8. Approving Authorities for the Practice of Profession are found in DepEd Order No. 1, s. 2023 “Revised Designation of Undersecretaries and assistant



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Secretaries to the Strands and Functional Areas of Responsibilities and Revised Signing Authorities”.

#### **IV. ATTENDANCE**

1. To record daily attendance, employees are required to use biometrics machines and accomplish the Logbook provided for this purpose. The Logbook serves as a backup copy in case there is a technical problem with the biometrics machine.
2. Employees are required to log-in upon arrival in the morning, log-out at noon time, log-in after lunch break and log-out in the afternoon after leaving the office/school.
3. Falsification or irregularities in recording and/or accomplishing records of daily attendance shall be dealt with according to existing CSC and DepEd rules and regulations.
4. An approved Daily Time Record (DTR)/CSC Form No. 48 for the month together with all the supporting documents, arranged in the order of the date of the month, must be submitted to the SDO Human Resource (HR)/Personnel Unit by **respective Unit Heads not later than the 5<sup>th</sup> day of the following month.**

The **Public Schools District Supervisor** must submit in bunch to the **Assistant Schools Division Superintendent (ASDS)** the DTR and supporting documents of all the School Heads under his care. S/he is tasked to check the completeness of the documents prior to submission to the Office of the ASDS.

The **School Heads**, on the other hand, must submit in bunch the DTR and supporting documents of the teaching and non-teaching personnel under their care. They are tasked to check the completeness of the documents prior to submission to the HR Office.

5. Supporting documents to the DTR (CSC Form No. 48) are the following:
  - a. Biometrics Printout for the month or Photocopy of Daily Attendance Logbook for the whole month.

If the Biometrics printout is already in the CSC Format, it will suffice as the employees' DTR. However, if the biometrics printout is not in the CSC Format, the printout will only serve as attachment to the CSC Format which may be written or computerized with a signature.

- b. For official travel documents:
    - b.1 Approved Travel Order/ Locator Slip/ Pass Slip
    - b.2 Reference Document for the Travel (Memo/Letter of Invitation, etc.)
    - b.3 Certificate of Appearance
  - c. For days on leave, duly **approved** leave form
6. Employees shall retain a copy of their approved DTR and supporting documents for future/personal reference. No copy of the previously submitted DTR can be



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retrieved by any employee without a written request and approval from the Schools Division Superintendent.

7. Habitual non-submission of the DTR shall be dealt with in accordance with relevant CSC and DepEd issuances on sanctions.

**V. LEAVE OF ABSENCE**

1. As part of employee benefits, different types of leaves may be availed of by the employees. The requirements for application and entitlement of these leaves are provided for under Rule XVI of the Omnibus Rules Implementing Book V of Executive Order No. 92.
2. The non-observance of the filing period required for leaves may be a ground for disapproval of the leave.
3. The approval of vacation leave, among other leaves, is contingent upon the necessities of the service.
4. Employees must ensure that their leave is approved prior to availing themselves of the leave to avoid Absence Without Leave.
5. Approving Authorities for Leaves are found in DepEd Order No. 1, s. 2023 "Revised Designation of Undersecretaries and assistant Secretaries to the Strands and Functional Areas of Responsibilities and Revised Signing Authorities".

**VI. TRAVELS**

1. Official travel within the division must be supported with Travel Authority or Locator Slip approved by respective Heads of Office. Official Travel outside the division must be supported with reference documents for the travel (e.g. Memorandum on Activity, Letter of Invitation, etc.)
2. Personal travel within the division for a brief period must be supported with Pass Slip.
3. Approving Authorities for Personal and Official Travels are found in DepEd Order No. 1, s. 2023 "Revised Designation of Undersecretaries and Assistant Secretaries to the Strands and Functional Areas of Responsibilities and Revised Signing Authorities".
4. For official travels, a Certificate of Appearance must be secured from the office/agency visited or activity attended and must be attached to the Daily Time Record (DTR) submitted every month.
5. A Technical Report, maximum of two pages, on the training/workshop/activity attended shall be submitted to the Office of the Schools Division Superintendent upon return of the employee indicating how the learning/s will be applied or implemented in the SDO, in relation to the duties and functions of personnel participant.



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6. Cash Advance may be granted to personnel travelling outside the division, subject to availability of funds, which must be liquidated within five (5) days upon return from travel.
7. No employee must leave the office/school premises without an approved Travel Authority/ Locator Slip/Pass Slip. Loafing from duty during regular office hours is a grave offense punishable under Section 50B of 2017 Rules on Administrative Cases in the Civil Service.
8. Security Guards must not allow any employee to leave the office premises without his/her Travel Authority/Locator Slip/Pass Slip. A Logbook must be kept at the Security Guard Post for this purpose.

## VII. FLAG RAISING/LOWERING CEREMONIES

1. Republic Act 8491 otherwise known as the "**Flag and Heraldic Code of the Philippines.**" requires the following:
  - a. All government offices and educational institutions observe the flag raising ceremony every Monday morning and the flag lowering ceremony every Friday afternoon.
  - b. The ceremony shall be simple and dignified and shall include the playing or singing of the Philippine National Anthem in its original Filipino lyrics and march tempo. The flag shall be raised to the top briskly.
  - c. During the flag-raising ceremony, the assembly shall stand in formation facing the flag. At the first note of the anthem, everyone on the premises shall come to attention and moving vehicles shall stop. All present shall place their right palms over their chests, those with hats shall uncover, while those in military, scouting, security guard, and citizens military training uniforms shall give the salute prescribed by their regulations, which salute shall be completed upon the last note of the anthem.
  - d. The Pledge of Allegiance to the *Flag (Panunumpa ng Katapatan sa Watawat ng Pilipinas)* is recited as part of the ceremony
  - e. During the flag lowering, the flag shall be lowered solemnly and slowly so that the flag shall be down the mast at the sound of the last note of the anthem. Those in the assembly shall observe the same deportment or shall observe the same behavior as for the flag-raising ceremony. After being lowered, the flag shall be handled and folded solemnly as part of the ceremony.
  - f. The flag shall never touch anything beneath it, such as the ground, flood, water or other objects.
2. All employees, regardless of status are required to attend the Flag Raising Ceremony at exactly 8 a.m. every Monday and the Flag Lowering Ceremony at exactly 5 p.m. every Friday. Employees on official leave or on travel are exempt



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from the ceremonies. Employees on flexible work hours and other work arrangements are not exempt from the ceremonies.

In the SDO, the Administrative Officer V for Administrative Services (AOV-AS) shall prepare the schedule of hosting of the ceremonies, approved by the Schools Division Superintendent.

Schools may have their own schedule depending upon the schedule of their classes in the morning and in the afternoon. The School Head shall prepare the schedule for hosting the ceremonies in the school.

3. DepEd Order No. 50, s. 2015 “Observance/Conduct of Flag Raising/Lowering Ceremonies and Proper Sequence in Official DepEd Programs Involving the Signing of the Philippine National Anthem”, DepEd Memorandum DM-OUHROD-2023-0074 “Reiteration of the Department of Education Quality Policy Statement” and DepEd Regional Memorandum No. 895, s. 2024 “Dissemination of Memorandum OM-OASOPS No. 2024-117: Memorandum Circular No. 52 on the Recital of the Bagong Pilipinas Hymn and Pledge” provides the proper sequence in official DepEd Programs Involving the Singing of the Philippine National Anthem:
  - a. Singing of the Philippine National Anthem – *Lupang Hinirang*
  - b. Interfaith Prayer
  - c. Recitation of *Panunumpa ng Katapatan sa Watawat ng Pilipinas*
  - d. Recitation of *Panunumpa ng Lingkod Bayan* (2021 version) - by DepEd Officials and employees only
  - e. Recitation of the DepEd Quality Policy
  - f. Recitation of the Bagong Pilipinas Pledge
  - g. Singing of the Bagong Pilipinas Hymn
  - h. Singing of DepEd Catanduanes Hymn

In other official programs, the pledges may no longer be recited.

#### **VIII. PUBLIC ASSISTANCE DESK OFFICER**

1. In compliance with the Implementing Rules and Regulations of Republic Act No. 11032 otherwise known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018”, a Public Assistance Desk shall be established by the Office/School.
2. A Public Assistance Desk Officer shall be assigned to assist clients, especially senior citizens, pregnant women, and persons with disability, and monitor client satisfaction. S/he must be courteous and pleasant in making sure that the client’s queries/concerns will be addressed. S/he must know how to operate the telephone system and other means of communication in the office.
3. The Public Assistance Desk Officer shall be relieved during health breaks by personnel assigned by the Administrative Officer V for Administrative Services, approved by the Schools Division Superintendent.



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**IX. CLEANLINESS, ORDERLINESS AND SECURITY**

1. It is expected that all employees shall help maintain the cleanliness and orderliness of the office and school premises. It is not only the duty of the utility workers but of everyone. Proper waste segregation and disposal must be always observed, and efforts must be made to keep the office/school premises clean and green.
2. Requests for assistance from General Services personnel may be submitted to the AOV-AS for proper coordination.
3. To maintain a safe and secure workplace/school, everyone must be vigilant. Office/school gates must not be left fully open especially if there are no Watchman on duty because anyone can just come in and harm employees and/or students as it happened in other places.

Schools without security personnel/watchman should coordinate with the Barangay Officials for possible assistance during busy hours and in cases of emergency.

School personnel are requested to wear their ID in transacting business at the SDO, otherwise, they will be required to undergo the security procedures for visitors.

4. Any suspicious person or activity within the office premises must be reported immediately to office/school authorities for proper disposition.
5. A list of emergency numbers must be handy in the office/school premises so that help may be sought immediately.
6. The SGOD-DRRM Unit shall quarterly monitor the compliance of the SDO and schools to safety standards to ensure the safety and well-being of everyone.

**X. FACILITIES AND EQUIPMENT**

1. Employees are expected to observe prudence in the use of all government facilities, supplies and equipment. These must be used for official purposes and for security purposes, within the office premises only.
2. Employees may be allowed to bring home office equipment in exigency of service but shall take full responsibility in case something happens to the equipment.
3. School personnel claiming supplies and equipment at the SDO Property and Supply Office should present the Inventory Custodian Slip to the Security Guard on Duty for inspection before leaving the SDO premises. Only the SDO-Property and Supply Office is authorized to issue the Inventory Custodian Slip.
4. In the SDO, Security Guards are allowed to randomly check equipment or materials being moved around or loaded/unloaded on vehicles within the





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premises of the SDO since it is their duty to secure all SDO properties. Schools may formulate their own policy on this matter.

5. Any unusual functioning of equipment must be reported at once to the appropriate office for checking. DepEd-owned ICT equipment must be checked by the ICT Unit personnel while other office equipment must be checked by the Property and Supply Office personnel for parts/service warranty, replacement or repair.
6. Furniture and equipment that are no longer working must be reported/surrendered to the Property and Supply Office for proper disposal procedures. Disposal of such items must be done monthly to avoid clutter in the SDO/Schools.
7. It is the responsibility of everyone to ensure that water, lights, air-conditioning units and other equipment powered by electricity are turned off and/or unplugged after their use.
8. The Security Guards are expected to inspect water and electrical utilities in the SDO daily to ensure that there are no leaks and malfunctioning units. They should immediately report to the Administrative Officer V for Admin. Services any unusual findings for appropriate action.

#### **XI. INTERNET ACCESS AND USE**

1. Internet subscription is made available in the SDO (and in some schools) for purposes of study, research and other activities related to the employees' official duties and functions.
2. It shall not be used to conduct personal business, play games, run a business, conduct political campaigns, activities for personal gain or take part in any prohibited or illegal activity. It shall also not be used to participate in social media activities during office hours.
3. Even when the internet subscription is personal (especially outside the SDO/School), government employees are expected to devote their time to work activities during office hours, thus when social media use disrupts the productivity of an employee at work it becomes a conduct prejudicial to the interest of the service and sanctions may be imposed for it.
4. DepEd Order No. 105, s. 2019 "Guidelines in Managing the Proper Use of Internet Services in All Administrative Offices and Schools" contextualized in Division Memorandum OSDS-ICTU-DM-068, s.2021 "Division Guidelines in Managing the Proper Use of Internet Services in All Administrative Offices and Schools" are still in effect.
5. DepEd Order No. 78, s. 2010 "Guidelines on the Implementation of the DepEd Computerization Program (DCP)" and Unnumbered Memorandum dated April 8, 2024 "Reiteration of Division Memorandum No. 334, s. 2023" shall strictly be followed for the proper utilization of the DCP packages and other IT Equipment provided to schools.



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6. DepEd Order No. 95, s. 2010 “Guidelines on the Proper Use of Computer and Network Facilities in All Administrative Office and Schools” is also still in effect with emphasis on the item that personal files – documents, pictures, audio, video, etc. must not be placed, copied and installed in the DepEd-owned computers. They must be stored in external storage devices owned personally by the user.
7. Sanctions may be imposed for non-compliance with DepEd rules on internet and computer use.

## **XII. PROFESSIONALISM IN THE DEPARTMENT OF EDUCATION**

1. As stipulated in DepEd Order No. 49, s. 2022 “Amendments to DepEd Order No. 47, s. 2022 “Promotion of Professionalism in the Implementation and Delivery of Basic Education Programs and Services”, the following measures must be observed by DepEd officials and employees to practice the highest form of professionalism:
  - a. Refrain from seeking endorsements, recommendations, contributions, support, consideration, political accommodations, or any form of intervention from other government personnel or similar entities outside of DepEd.
  - b. Desist from soliciting favorable actions from politicians to facilitate the implementation of programs, projects, or activities, except those covered by the Adopt-a-School Program, initiated by the local government units, funded by the Special Education Fund (SEF), or covered by partnership agreements and/or allowed by law
  - c. Refrain from requesting or obtaining support from or endorsement from any third party in the hiring transfer, promotion, removal, or any other personnel movement
  - d. Follow the internal rules and regulations of the Department on protocols relative to communication, correspondence, and other appropriate work processes, and
  - e. Raise issues and concerns regarding basic education via formal and appropriate DepEd channels, either directly to the Office of the Secretary or through the concerned Assistant Secretary or Undersecretary without resorting to any political or third-party intervention or accommodation.
2. In the same DepEd Order, DepEd officials and employees are reminded of the provisions of Republic Act No. 6713, otherwise known as the Code of Ethical Standards for Public Officials and Employees in defining acceptable norms of conduct and relationships:
  - a. Treat and approach DepEd colleagues, employees, learners and stakeholders with the highest degree of professionalism, skill and excellence.



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- b. Respect the rights of others and refrain from doing any act that is contrary to law, good morals, good customs, public policy, public order, public safety and public interest.
  - c. Serve and perform one's duties and responsibilities in a prompt, courteous, and fair manner.
  - d. Refrain from engaging in any activity or any relationship that may impair one's ability in making objective decisions in the performance of his/her job functions.
  - e. Avoid relationships, interaction, and communication, including following social media with learners outside of the school setting, except if they are relatives.
  - f. Desist from any act that may compromise one's integrity as a government employee and may compromise the honor of the DepEd
3. On the use of social media, same DepEd Order reminded Officials and Employees to consider the legal restrictions imposed by existing statutes, rules and DepEd Orders. Whether it be for personal use or as essential or incidental tool in carrying out their mandate, as such:
- a. Shall exercise caution when sharing posts or other contents and should not participate in the spreading of rumors and false information.
  - b. Shall not unduly post online attacks against fellow DepEd employees and must utilize legal and human resource mediation process.
  - c. Shall not disparage DepEd and must always be mindful of the reputation and honor of the organization.
  - d. The use of DepEd email addresses shall only be for work-related subscription and applications. In no case shall the DepEd email address be used for any personal social media account, profile or activity.
4. Failure to comply with the expectations on Professionalism in the Department in the abovementioned DepEd Order is a violation of Republic Act No. 6713, the Code of Ethical Standards for Public Officials and Employees, and shall be dealt with accordingly.

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