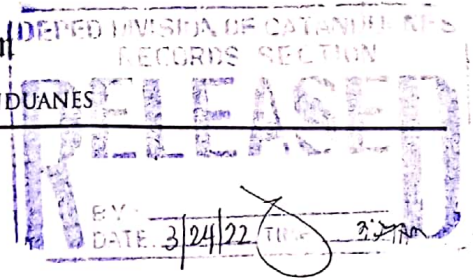





Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



OFFICE MEMORANDUM
OSDS-SDS-OM-03-24-22/MBL

TO : ALL SDO-PROPER PERSONNEL

FROM : 
SUSAN S. COLLANO
Schools Division Superintendent

SUBJECT : ADDENDUM TO OFFICE MEMORANDUM DATED MARCH 21, 2022,
RE: COMPLIANCE TO GOVERNMENT OFFICE HOURS

Date : March 24, 2022

1. Pursuant to DepEd Memorandum No. 83 s. 2014 re: Recognition of the Collective Negotiation Agreement between DepEd Management and DepED National Employees' Union (NEU) Annex B, the regular working hours of 8AM to 12NN and 1PM to 5PM shall have a grace period of fifteen (15) minutes to be exempted from tardiness.

2. If an employee arrives between 8:01AM to 8:15AM, he/she may stay in the office to work after 5PM and finish the eight (8) hours of work required in a day, but not to exceed beyond 5:15PM.

After a fifteen (15) minutes grace period, an employee shall be considered tardy. However, an employee may go beyond the grace period granted up to a maximum of fifteen more minutes without incurring tardiness subject to a written justifiable reason to be submitted and approved by the head of office, provided, that only four (4) justified tardiness in a month will be allowed per employee.

Approved justification shall be attached to the CS Form 48 (Daily Time Record).

3. For information and guidance.



San Roque, Virac, Catanduanes
052 - 8114063
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo - Region V - Catanduanes