

RELEASED

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Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 15, 2025

OFFICE MEMORANDUM

No. 056 s. 2025

**EXTENSION OF THE APPLICATION FOR THE FLEXIBLE WORK ARRANGEMENT
IN THE SDO PROPER**

To: Assistant Schools Division Superintendent
SGOD & CID CES and Personnel
OSDS Unit Heads and Personnel
All Others Concerned

1. This Office received applications for flexible work arrangements from SDO Offices and personnel yesterday as requested through Division Memorandum No. 352, s. 2025. However, a decision on approval/disapproval has not yet been made due to the following reasons:

- a. The submitted summary of most offices did not consider the equal distribution of on-site employees during the regular service hours of the offices, which is 8 o'clock in the morning to 5 o'clock in the afternoon.
- b. The reasons provided by requesting personnel have no supporting documents.

2. To allow for proper coordination and preparation of supporting documents, the application period is extended until April 23, 2025.

3. Decisions will be announced on April 25, 2025 and implementation will begin on May 2, 2025.

4. Given the **mandate of the office, the nature of the services it offers and the traffic situation in Catanduanes**, this office highly discourage the following:

- a. Application for Full Flexitime by any employee.
- b. Application for Flexible Work Arrangements by Contract of Service Personnel.

5. For information and guidance of all concerned.

[Signature]
CECILE C. FERRO CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent