



Republic of the Philippines
Department of Education
Region V (Bicol)
DIVISION OF CATANDUANES
Virac, Catanduanes



September 15, 2015

RELEASED
DepEd-Division Office of Catanduanes
RECORDS SECTION
Date **SEP 18 2015**

Time **9:40 AM**
By **[Signature]**

DIVISION MEMORANDUM

NO. 99 S. 2015

OMNIBUS RULES GOVERNING SCHOOLS AND OFFICE OPERATIONS

To : SDO Staff and Personnel
Public Schools District Supervisors
Elementary & Secondary School Heads

1. In keeping with the goal of this Division to provide an efficient and effective delivery of educational services and in consonance with existing Civil Service Laws, RA 6713 or the Code of Conduct and Ethical Standards for Public Officers and Employees, DECS Service Manual 2000, and RA 9155 and other existing Department issuances, this Office hereby directs the implementation of the following rules :

- 1.1 Anchored on the objectives of Project **SHINE** (**S**erve with **H**umility and **I**ntegrity to **N**urture Education), all personnel in the different sections in the SDO and schools are expected to provide services to the clients with utmost humility, courtesy, respect and transparency adhering to the provisions of the Anti-Red Tape (ARTA) Law.

For efficient delivery of services, all sections shall post the work flow chart in a conspicuous place within the premises of the section concerned to guide the client on the required transactions.

For services needing documentary requirements, sufficient information and a complete list of the requirements / checklist should be provided by the section concerned to the clients for speedy and efficient transactions (required documents for liquidation, appointment, etc)

1.2 Transactions in the Division Office

Transactions in the Division Office by teachers shall be made after class hours only, unless very urgent concern/ call up. A corresponding pass slip / locator slip in this regard shall be issued by the school head and shall be presented to the security guard and SDO personnel concerned. To facilitate transactions in the SDO, School or District Liaison Officer may be designated in order not to delay submission of reports / call ups.

As a general rule, only applicants in the RQA are eligible for hiring and appointment with priority in hiring shall be given to bona fide residents of the barangay, municipality, city / province (in the order as aforesated) where the school is located.

Subject area specialization of the qualified applicants shall be the primary consideration in the secondary level. Thus, the applicant to be appointed should have the subject-area specialization needed by the school.

1.8 Transfer

As a matter of policy, request for transfer within the district shall be submitted to the District Office indorsed by the school head and whose recommendatory action shall be taken by the District Selection Committee and shall then be forwarded to the Office of the ASDS for approval by the SDS.

Request for transfer from one district to the other district within this Division shall be indorsed by the school head / PSDS to the SDS for appropriate action.

A 3 year- minimum residency in the place of assignment is set as basis for transfer. However, in the exigency of service, other criteria shall be considered by the SDO to warrant a justifiable movement and transfer of assignment.

Deployment Plan prepared by the District Selection Committee shall be required and submitted to the Division on Office as reference for effecting transfer and assignment of teachers and school heads within the district.

1.9 Promotion

Pursuant to CSC MC 3, s, 2001, *an employee should have rendered at least very satisfactory service for the last rating period in the present position before being considered for promotion.*

Anchored on the above-mentioned CSC policy on promotion, the validity of the ranking results for any promotion (teaching / non- teaching) shall be one (1) year and to take effectively. This is to motivate / encourage more applicants who are deemed qualified for promotion to join the evaluation process / ranking .

Likewise, as spelled out in Rule VI Sec 2 of EO 292, whenever a position in the first level becomes vacant, the employees in the department or agency who occupy positions deemed to be next -in- rank to the vacancy, shall be considered for promotion. In the second level, those employees in the government service who occupy next-in-rank positions shall be considered for promotion to the vacancy.

The existing guidelines on promotions for school heads, teaching, teaching- related and non-teaching personnel shall be used in the selection / evaluation of applicants.

1.3 On Travel

For travels within the Division, authority to travel of teachers shall be approved by the school head. All travel authority of all officials / teachers within Region V shall be approved by the SDS while outside the region it shall be approved by the Regional Director and outside the country by the DepEd Secretary.

1.4 Dress Code

The wearing of prescribed Office/ School Uniform shall be observed at all times pursuant to DepEd Memorandum and MC No. 14 s. 1999 of CSC.

1.5 Absences / Tardiness

Form 6 duly approved by authorities shall be filed by teachers / personnel whether absences are with pay or without pay. The Form 6 shall be submitted to the SDO once filed by the personnel. Service credits shall be utilized only for absences due to illness. Personal transactions outside shall be considered absences.

For personnel on accrued leave, filing of SPL shall be specific and approved in accordance with existing guidelines that is on birthdays, anniversaries, graduations, relocations, enrolment, etc (1 day as specified and maximum of 3 days). Moreover, supervisors, principals , head teachers and non- teaching personnel who are on accrued leave shall report to their respective offices and district/ school assignment during Christmas and summer vacations.

As spelled out in MC No. 12 s.1994, an Officer or employee who is continually absent without approved leave (AWOL) for at least thirty (30) calendar days shall be separated from the service or dropped from the rolls without prior notice. He shall however be informed of his separation from the service not later than five (5) days from its effectivity which shall be sent to the address appearing on his 201 files.

Officers and employees who have incurred tardiness and undertime regardless of the number of minutes per day, ten times a month for two consecutive months in a semester shall be subject to disciplinary action.(Rule XVII, Sec 8)

1.6 Utilization of Office and School Equipment

Equipment such as computers and photocopier machines shall not be utilized for personal purposes. The copier shall be used for official matters only. Thus, photocopying for personal purposes shall be paid correspondingly to replenish the materials used therein.

1.7 Filling- Up Vacancies

This Division shall adhere fully to the provisions of DepEd Order No. 22 s. 2015 in hiring new teachers to fill up vacancies.

As a general rule, only applicants in the RQA are eligible for hiring and appointment with priority in hiring shall be given to bona fide residents of the barangay, municipality, city / province (in the order as aforesated) where the school is located.

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1.10 Teaching Load of School Heads

Anent to existing guidelines Head Teachers and principals shall have teaching loads. However, in cases that there are enough teachers in the school, Head teachers and principals may not get teaching loads and shall focus on intensive instructional supervision and monitoring.

1.11 Procurement

Procurement in the SDO and schools shall observe the provisions of RA 9184 known as the Government Procurement Act.

1.12 MOOE Liquidation

To achieve maximum utilization of allotment, downloading of funds for MOOE shall be made to the heads of elementary schools and non-implementing secondary schools through cash advance on a monthly basis.

Subsequent cash advance shall be granted only upon receipt of the CDR equivalent to 75 % of the previous cash advance which is due on or before the 5th day of the ensuing month.

School heads are required to disburse MOOE funds in accordance to the existing accounting and auditing rules and regulations and to observe strictly the use of MOOE as stipulated in DepEd Order No. 12, s. 2014

Any remaining cash advance at the end of the year must be liquidated in full and unexpended balance be refunded to the Schools Division Office thru the Cashier's Office for remittance to the Bureau of Treasury

1.13 Time On- Task per DepEd Order No. 9 s. 2005

All school-based trainings/ LAC Session/ activities for school celebrations shall be done on Fridays or Saturdays to avoid too much disruption of classes.

Classes should not be suspended even there are school celebrations of important historical or significant occasions. Discussions on the significant events/ celebrations should be integrated in the in related subject areas during the regular classroom discussions.

For the five- day mid-year break, every school head shall prepare an implementation plan for the five- day mid-year break which shall include the in-service training program for teachers and the assignments/ projects/homework to be given to the students. The EPS-1 / PSDS may also conduct trainings for teachers with proper coordination with the school heads for scheduling.

To ensure compliance on the time- on-task, the following procedures are prescribed as spelled out in the said Deped Order :

- Every school shall prepare its school calendar detailing the day-to-day activities of the prescribed number of school days to be submitted to the SDS at the start of the school year. Said calendar shall be prepared in consultation with the students, the PTA and the local government unit concerned.
- Suspension of classes for specific school or district shall be submitted by the school head or district supervisor as the case may be to the SDS at least one (1) week before the planned suspension, stating the reason for the suspension of classes and the schedule for the make-up classes. Thereafter, a report on the actual conduct of make-up classes shall also be submitted.

1.14 Grant of Service Credit

Only activities eligible for the grant of service credit spelled out in DepEd Order No. 53 s. 2003 shall be granted by this Office . Unless, otherwise supported by DepEd Order / Memo or Regional / Division Memorandum for very significant activities.

2 For dissemination to all concerned and strict compliance.


NYMPHA D. GUEMO

Asst. Schools Division Superintendent
Officer In- Charge