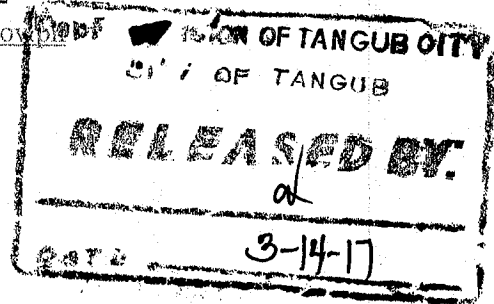


Republic of the Philippines
Department of Education
Region X
DIVISION OF TANGUB CITY
AnecitoSiete St., Tangub City
Telefax: (088) 395-3372
Email: tangub.city@deped.gov.ph



Division Memorandum
No. 54 s. 2017



TO: Division Chiefs
Section Heads
School Administrators
This Division

FROM: **VICTORIA V. GAZO, Ph.D., CESO V**
Schools Division Superintendent

DATE: **March 13, 2017**

SUBJECT: **REITERATING THE PRESCRIBED OFFICE HOURS**

1. This is to reiterate the provision under Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 and other pertinent Civil Service Laws entitled Government Office Hours specifically on Section 5. *“Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours of a work a day for five days a week or a total of forty (40) 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 and one o’clock to five o’clock in the afternoon on all days except Saturdays, Sundays and Holidays.”*

2. This is to reiterate further the meaning of habitual tardiness, loafing, undertime & tardy.

- **Habitual Tardiness**- this happens when an employee is tardy for at least 10 times in a month for two months in a single semester; or ten times in a month for two consecutive months in a single year.
- **Loafing** – an employee is guilty of loafing if he/she incurs frequent unauthorized absences from duty during office hours.
- A morning absence is considered **tardy** while an absence in the afternoon is considered as an **undertime**. (CSC Memorandum Circular No. 17, s. 2010 (Policy on Half-day Absence))

3. It is observed that there are teaching and non-teaching personnel in this Division who incurred frequent tardiness, undertime and loafing. As such, everyone is reminded that the sanctions of these commissions are:

- A. First Offense is reprimand
- B. Second Offense is suspension for 1 day to 30 days,
- C. Third Offense is Dismissal (CSC MC 23, s. 1998)

3. School heads, division chiefs, and section heads are enjoined to strictly monitor the attendance of personnel under their command and submit report to this office.

4. For guidance and compliance.