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6/13/19

Certificate Number: AJA17-0083

June 13, 2019

DIVISION MEMORANDUM
No. 228, s. 2019

REVISED RULES ON REITERATION OF POLICIES ON UNIFORM, ABSENCES, RECORDING, PURCHASES, SUBMISSION OF REPORTS AND OTHER DIVISION RELATED CONCERNS

TO: Assistant Schools Division Superintendent
OIC – Office of the Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC - Chief, School Governance and Operations Division
Education Program Supervisors and Public School District Supervisors
Schools Division Office Personnel
Public Elementary and Secondary School Heads
All Concerned

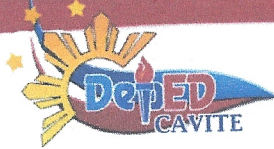
1. In view of our bid to sustain efforts on adhering to transparent, ethical and accountable governance principles and core values, the following Revised Rules on Policies On Uniform, Absences, Recording, Purchases, Submission of Reports and Other Division Related Concerns shall strictly implement starting **June 17, 2019**.

A. Human Resource

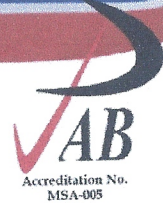
a.1 In accordance to DepEd Memorandum No. 84, s. 2016 entitled "*Additional Guidelines on the DepEd National Uniforms for Teaching and Non- Teaching Personnel*", all personnel shall strictly comply to wearing of ID and prescribed office uniform. Only the following personnel are exempted from wearing the prescribed uniform:

- i. School officials who occupy third level positions in the Career Executive Service (CES);
- ii. Medical and dental staff who shall wear their profession's uniforms;
- iii. Janitors, utility workers, and maintenance personnel who shall wear appropriate working attire;
- iv. Legal officers, i.e. lawyers/ attorneys, whose nature of work requires a different dress code;
- v. Teaching and non-teaching personnel with physical disabilities and other legitimate health reasons;
- vi. Pregnant employees who shall wear maternity dresses during their period of pregnancy; and
- vii. Teaching and non-teaching personnel who are in mourning may wear the appropriate mourning clothes until the first death anniversary of relative/s.

a.2 Non-compliance to and deliberate defiance of DepEd Memorandum No. 84, s. 2016 shall be dealt with administratively pursuant to **Section 22.C (Violation of Reasonable Office Rules and Regulations), Rule XIV, Revised Omnibus Rules Implementing Book V of the Administrative Code of 1987 (Executive Order No. 292)**. Also, violation



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of reasonable office rules and regulations is punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal from the service for the third offense as stated in **Section 50 (F) 3, 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)**.

a.3 On Government Office Hours, Sections 1 to 4, Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292 provide:

i. *"Section 1. It shall be the duty of each head of department or agency to require all officers and employees under him/her to strictly observe the prescribe office hours."*

ii. *"Section 2. Each head of department or agency shall require a daily record of attendance of all the officers and employees under him/her including those serving in the field, to be kept on the proper form and, whenever possible, registered on the bundy clock. Service 'in the field' shall refer to service rendered outside office."*

iii. *"Section 3. Chiefs and Assistant Chiefs of agencies who are appointed by the President, officers who rank higher than these chiefs in the three branches of the government, and other presidential appointees need not punch in the bundy clock, but attendance and all absences of such officers must be recorded."*

iv. *"Section 4. Falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant."*

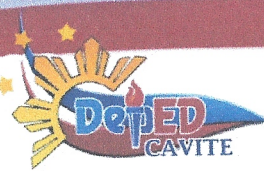
a.4 In relation to DepEd Order No. 023 s. 2018, entitled *"Implementation of the Flexible Working Hours for the Non-Teaching Personnel"*, **all Division Office personnel** are allowed to start their working hours from **7:00 a.m. to 9:30 a.m.** and ends from **4:00 p.m. to 6:30 p.m.** However, all employees in this Division shall select only on the following options as their Official Time and submit to Division HR on or before June 14, 2019.

Option	Official Time	Lunch Break
A	7:00 AM to 4:00 PM	11:00 AM to 12:00 NN
B	8:00 AM to 5:00 PM	12:00 NN to 1:00 PM
C	9:00 AM to 6:00 PM	1:00 PM to 2:00 PM

There will be given fifteen (15) minutes grace period three (3) times per month after official time. In excess to that, it will be considered late and shall be deducted to leave credits balance. If the leave credits have been exhausted such deficiencies shall be subjected to salary deduction. All employees are only allowed to take one (1) hour lunch break. They may take early lunch (30 minutes before the scheduled time) or late lunch (30 minutes after the scheduled time) but they must observe the maximum one (1) hour lunch break. In excess to one (1) hour lunch break will be considered late and shall be deducted to leave credits balance.

In adopting flexible working hours, Unit/Section Heads shall make sure a balance official time in all employees under their unit. One employee may select Option A, while others may select other options such as Option B or C but make sure continuous delivery of service from 8:00 AM. to 5:00 PM.

a.5 All Division Office personnel must be enrolled in Biometrics to monitor properly the daily attendance. If the personnel found out that they have no time in or time out in the Biometrics, he/she shall be considered absent and shall be deducted from his/her earned leave credits. Moreover, if the personnel have no in-between recorded in the Biometrics, he/she shall be considered half day and shall be deducted from his/her earned leave



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credits. However, if the personnel failed to time in or time out during lunch break due to exigency of the service, he/she shall submit **"no log slip form"** approved by his/her

immediate supervisor and supported by any of the following documents like Notice of Meeting, Division Memorandum or any valid documents to Human Resource Unit.

a.6 In accordance to Omnibus Rules on Leave, Section 50, "an official/employee who is absent without approved leave shall not be entitled to receive his salary corresponding to the period of his unauthorized leave of absence and will no longer be deducted from his/her accumulated leave credits, if there is any".

a.7 In case of Official Business, all Division/Unit Heads shall submit a summary (in excel file) of approved travel orders/authorities every Friday (See Annex A). Attached copy of travel orders/locator slip or certificate of appearance and submit to Human Resource Unit for reference on attendance validation.

i. The following personnel are designated to consolidate the summary of scheduled official business of personnel of their Division/Unit as specified in Annex A:

Name	Division/Unit
Jay P. Fulvadora	Schools Governance and Operations Division
Cheska Lei A. Sabando	
Rowena Ana A. Ramos	Curriculum and Implementation Division
Jesselle Z. Macapagal	
Kevin Herick C. Avilla	SDS/ASDS Office
Marieta R. Barrera	Accounting Unit
Aiza A. Manzo	
Jennifer P. Tolica	Cashier Unit
Catherine C. Alberto	Budget Unit
Lian Jazzel T. Velasco	Human Resource Management Unit
Sarah Lyn P. Marcaida	Records Unit
Roy Edward C. Constante	ICT Unit
Cherrie Ann V. Sinsay	Supply Unit
Royce R. Aure	Legal Unit
Richelle N. Panganiban	Administrative Unit and Job Order Employees in DepEd Cavite

ii. Failure to submit justification or consolidated weekly report of scheduled official business **on or before Friday of the week** shall be processed (*either deduction on leave credits balance or salary deduction, whichever is applicable*) on the current month. Likewise, reports submitted after the 10th day of the month shall be reflected on the succeeding month and shall be subjected to salary deduction if the leave credits have been exhausted. However, in case that the personnel have urgent activity on Friday, locator slip, certificate of appearance or any valid documents shall be indicated on the next weekly report to be submitted to Division – HR Unit.

a.8 In addition to Division Memorandum No. 203, s. 2018 uploaded last January 21, 2019 and to monitor properly the attendance of district-based personnel, all District Offices shall submit consolidated monthly attendance report of district-based personnel (District ADAs II & III, Medical Officers, Nurses, Dentists, Dental Aides and ALS Mobile Teachers including assigned PSDs and visiting EPSs) to Division HR Unit **on or before 5th day of the following month**. All District-based personnel who will conduct monitoring to schools shall register to schools' Biometrics. In case that the school has no Biometrics yet, a **logbook** must be provided. Schools shall submit photocopy of logbook or generated



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monthly report from Biometrics and submit to District Office on or before 3rd day of the following month for consolidation.

Failure to submit justification or consolidated monthly report of attendance on or before 5th day of the following month shall be processed (either deduction on leave credits balance or salary deduction, whichever is applicable) on the current month. Likewise, late reports shall be reflected on succeeding month.

a.9 Schools Division Office Flag-Raising Ceremony is every 8:00 AM of Monday, all employees covered or affected on the activity shall attend. Thus, Option A and Option B official time are required to attend flag-raising ceremony. Employees with official time from 9:00 AM to 6:00 PM are not required to attend flag ceremony but they may attend too.

a.10 In accordance to Division Memorandum no. 221, s. 2018, entitled "*Reiteration in the Filing of Leaves and Submission of Form 6*", the application for Vacation Leave (VL), Force Leave (FL) and Special Privilege Leave (SPL) for non-teaching employees (Division-based and school-based) shall be filed and applied **five (5) five working days** before the actual use of such leave. Sick Leave (SL) shall be filed and applied upon returning to duty. Five days or more sick leave shall be accompanied by Medical Certificate while four days and below sick leave will be accompanied by Form 6 only.

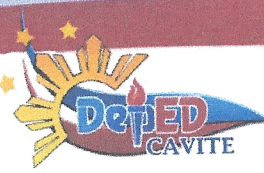
a.11 In cases of where the scheduled forced/mandatory leave (FL) has been cancelled in the exigency of the service by the head of agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave as stipulated in **Omnibus Rules on Leave, Section 25 (b)**. If the personnel decided to rescheduled his/her leave, he/she shall file another form 6 and attached certification from immediate supervisor stating the attendance of personnel on the day of his/her previous leave.

a.12 The Human Resource Management Officer (HRMO) shall issue memorandum for employees who have habitual tardiness and absenteeism. The memorandum issued shall be attached to employees' 201 file for recording and documentation.

i. An employee shall be considered habitually tardy if he incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year". (**CSC MC No. 01, s. 2017**).

ii. Furthermore, under **Section 50 (F) 4, 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)**, Frequent Unauthorized Tardiness (Habitual Tardiness) is a light offense punishable by reprimand for the first offense, suspension of one (1) to thirty (30) days for the second offense, and dismissal from the service for the third offense. The classification of Habitual Tardiness as either a grave offense or a light offense would depend on the frequency or regularity of its commission and its effects on the government service.

iii. An employee or officer shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the Leave Law for at least three (3) months in a semester or at least three (3) consecutive months during the year. In case of claim of ill-health, heads of department/unit are encouraged to verify the validity of such claim, if not satisfied with the reason given, should disapprove the application for sick leave. On the other hand, in cases where an employee absents himself from work before approval of the application, said application should be disapproved. (**Section 22 (q), Rule XIV**,



**Omnibus Rules Implementing Book V of Executive Order No. 292
[Administrative Code of 1987])**

iv. In addition, under **Section 50 (B) 5, 2017 RACCS**, provides that "Frequent Unauthorized Absences (Habitual Absenteeism), Tardiness in Reporting for Duty, and Loafing from Duty during Regular Office Hours are grave offenses punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense."

v. Moreover, **Omnibus Rules on Leave, Sec. 34**, "tardiness and undertime are deducted from vacation leave credits and shall not be charged against sick leave credits, unless the undertime is for health reasons supported by medical certificate and application for leave."

a.13 In accordance to **2017 RACCS, Rule 20 Sec. 107 (a) 1**, "an officer or employee who is continuously absent without official leave (AWOL) for at least thirty (30) working days shall be separated from the service or dropped from the rolls without prior notice. He/she shall, however, be informed of his/her separation not later than five (5) days from its effectivity which shall be sent to the address appearing on his/her 201 files or to his/her last known address."

i. If the number of unauthorized absences incurred in less than thirty (30) working days, a written Return- to- Work order shall be served on the official or employee at his/her last known address on record. Failure on his/her part to report to work within the period stated in the order shall be a valid ground to drop him/her from the rolls.

ii. If it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than thirty (30) working days, three (3) times in a semester, such as that a pattern is already apparent, dropping from the rolls without notice may likewise be justified.

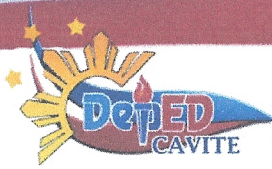
a.14 In case that there is an invitation for the Supervisor or any Schools Division Office personnel to talk for a certain activity, he/she shall request for travel (official business) only for the specific day that they will serve in the seminar. In case of invitation outside the region, personnel are allowed for additional time for travel which is acceptable for the location stated.

B. Records

b.1 Documents that were not tagged in ODC thru the Records unit will not be entertained/ processed. In case of documents that were not tagged in ODC, the receiving unit shall instruct the client to get the documents received and stamped by the Records unit.

b.2 Documents for payment such as maternity and other benefits shall be encoded in ODC individually but is not applicable for payroll.

b.3 For request for 2nd copy of travel order, supervisors or employee shall send their request thru depd.cavite@depd.gov.ph copy furnished at depdcavite.records@depd.gov.ph with the subject: "Request for 2nd copy of travel order".



C. Supply

c.1 Submission of *Supply and Equipment Request Form* must be two (2) months prior the use of supplies.

c.2 All Unit Heads are allowed to process their emergency purchase request for supplies, equipment and services in case of emergency such as higher office or interagency events that entails procurement within limited time, fortuitous events such as earthquake, typhoon and other natural calamities and other circumstances that require immediate purchases. Inspection Team must conduct inspection on the purchased supplies/ equipment and/or services.

c.3 For donated equipment/ supplies, school/district must submit the deed of donation and other supporting documents to Supply unit. The Supply unit will submit documents to Accounting for preparation of JEV/Report of Supplies and Materials Issued.

D. Finance

d.1 District Administrative Assistant/s shall secure that all concerned personnel have signed the payroll and a copy must be submitted to Cashier unit after one (1) week upon receipt of documents from Division Office.

d.2 District Administrative Assistant/s shall validate and check the liquidation first before submission to Division Office.

d.3 On the reimbursement of emergency purchase of supplies and other materials, the concerned personnel shall prepare his/her own purchase request to be approved by the SDS, then shall be forwarded to the Supply Unit for issuance of Inspection and Acceptance Report.

2. In view of continuous improvement and prioritization of finance documents, it is hereby directed that finance documents shall be processed even in the absence of the original signatories. The following personnel are designated to countersign the documents in the absence of the unit heads:

Original Signatory	Countersign
Joel Solis	Catherine Alberto and Somaira Nolasco
Cherry Bayot	Maribel Rojo and Elenita Feraer
OIC in absence of Division Accountant	Joyce Mojica
Verna Cabaya	Richelle Panganiban
Edward Joevan R. Romen	Salvador P. Reaño
Melecio D. Pedron	Sarah Lyn P. Marcaida

2. All other existing policies which are inconsistent with these Rules are deemed repealed or modified accordingly.

3. Strict compliance to this Memorandum is desired.

CHERRYLOU D. REPIA
Schools Division Superintendent

SUMMARY OF APPROVED TRAVEL ORDERS/AUTHORITIES

Division/Unit: _____

Name of Employee	Date of Approved TO/Scheduled OB	Purpose

Prepared by:

Approved by:

Name of Designated personnel
Designation

Name of Division/Unit Head
Designation