



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time: SEP 21 2022  
By: Quizon 3:52 PM  
Ref. no. DM796.s.2022

19 September 2022

**DIVISION MEMORANDUM**

DM No. 796 s. 2022

**WORK ARRANGEMENT IN THE SCHOOLS DIVISION OFFICE OF QUEZON PROVINCE**

**To: Assistant Schools Division Superintendents  
CID and SGOD Chief  
All Department Heads  
All Schools Division Office Personnel  
All Others Concerned**

1. In reference to DepEd Order No. 29, s. 2022 dated April 6, 2022, Re: Work Arrangements in the Department of Education during the Imposition of Alert Level I System for COVID-19 Response, this office hereby directed all offices of SDO Quezon to adhere to the 100% onsite reporting capacity following the health and safety protocols.
2. With proper sanitation practice, all Schools Division Office personnel shall be required to use the biometrics or face recognition effective immediately. Employees are allowed to log out and in with a minimum of 2-minute interval during lunch break, provided that they do not leave the office premises. Continuous utilization of log sheet is also advised for backup purposes.
3. Daily time logs shall be reported through Daily Time Record (DTR) and shall be submitted on or before the 5<sup>th</sup> day of the following month to the personnel section. Failure to submit DTR would be subject to Section 50 (F) (3), Rule 10 of Administrative Offenses and Penalties which provides that:

*"F. The following light offenses are punishable by reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal for the third offense;*

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

4. This office would also like to reiterate on the following policy on government office hours, pursuant to DepEd Order No. 31 s. 2014, Implementation of the Flexi-Time work schedule for the non-academic personnel of the Department of Education, item No. 4 of the above-mentioned memorandum which states that:

**“4.1 Initial Grace Period:** *This consists of not more than fifteen (15) minutes of arrival beyond the chosen work schedule, regardless of number of times in a month. In order to complete the required eight (8) hours of work in a work day, the number of minutes of late arrival in a day may be off-set by staying for an equivalent number of minutes of late arrival beyond the fixed time of departure of the chosen work schedule.*

**4.2 Additional Grace Period:** *This consists of not more than fifteen (15) minutes of late arrival, in addition to the time allowance of fifteen (15) minutes prescribed in the initial grace period, but not to exceed four (4) times in a month; provided a written request to be exempted from tardiness with justifiable reason/s is submitted by the employee concerned on the same day it is incurred, subject to approval thereof by the Head of Office. Any disapproved late arrival even if within the allowable additional grace period shall be recorded as tardiness. The number of minutes of late arrival covered by an approved additional grace period may be off-set by staying for an equivalent number of minutes of late arrival beyond the fixed time of departure of the chosen work schedule in order to complete 8 hours of work in a day.”*

5. Furthermore, this office would like to reiterate on the following provision for those employees who are not observing the prescribed office hours and are not recording their daily attendance, pursuant to MC No. 1, s. 2017, Reiteration of the Policy on Government Office Hours; and the Administrative Offenses of Frequent Unauthorized Absences (Habitual Absenteeism); Tardiness in Reporting for Duty; and Loafing from

DEPEDQUEZON-TM-SDS-04-009-003

---



*“Creating Possibilities, Inspiring Innovations”*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@depd.gov.ph  
Website: www.depedquezon.com.ph



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

Duty during Regular Office Hours, item No. 2 paragraph 4 of the above-mentioned memorandum circular which states that:

*“Further, Section 46 (B) (5), Revised Rules on Administrative Cases in the Civil Service (RRACCS) 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.***

*On the other hand, under Section 46 (F) (4), RRACCS, **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. It is committed when an official or employee 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.***

6. Immediate dissemination and strict compliance of this Memorandum is desired.

**ELIAS A. ALICAYA, JR. EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-009-003

---



*“Creating Possibilities, Inspiring Innovations”*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph