

Records/  
Personnel



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

**DIVISION MEMORANDUM**

No. 448, S. 2023

TO : All Division Teaching and Non-Teaching Personnel

FROM : *[Signature]*  
JUDELLA R. LUMPAS, Ed.D., CESO VI  
Schools Division Superintendent *[Signature]*  
S.O. # 149 S. 2023

DATE : August 02, 2023

SUBJECT : **IMPLEMENTATION OF THE FLEXIBLE WORKING HOURS FOR THE NON-TEACHING PERSONNEL IN THE SCHOOLS DIVISION OF TACLOBAN CITY**

- a) Pursuant to DepEd Order No. 23, series 2018, entitled "Implementation of the Flexible Working Hours for the Non-Teaching Personnel", the Schools Division of Tacloban City shall adopt flexible working hours for non-teaching personnel effective **August 7, 2023**.
- b) Relative thereto, all non-teaching personnel shall render not less than eight (8) hours of work a day for five (5) days for a total of forty (40) hours a week, exclusive of time for lunch (12:00 p.m. noon- 1:00 p.m.).
- c) Flexible working hours to be implemented in the Division Office of Tacloban City starts from **7:30 a.m. to 8:30 a.m.** and ends from **4:30 p.m. to 5:30 p.m.**
- d) An employee reporting for work at anytime between 7:30 a.m. to 8:30 am, must complete the required eight (8) hours per day. An employee who reports after 8:30 a.m. shall be considered tardy. An employee shall be considered under time if he/she arrives between 7:30 a.m. to 8:30 a.m. but fails to complete the required eight (8) hours of work. Existing Civil Service policies on tardiness and undertime shall apply.



Real St., Tacloban City  
sdotaclobancity@deped.gov.ph

**RELEASED**  
Date: 8/2/23  
Time: 11:15 AM  
S. [Signature]



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

---

- e) Division Chiefs and Unit Heads shall ensure the continuous delivery of service in their respective offices, especially frontline services, during the core working hours from 8:00 a.m. to 5:00 p.m.
  
- f) Immediate dissemination of and strict compliance with this Memorandum is directed.

