



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

July 11, 2024

DIVISION MEMORANDUM

No. 473, s. 2024

**CANCELLATION OF FLEXIBLE WORKING HOURS IN THE DEPARTMENT
OF EDUCATION SCHOOLS DIVISION OF TACLOBAN CITY**

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public School District Supervisors
Elementary and Secondary School Heads
Division Unit Heads
This Division
All Other Concerned

1. In the exigency of the service, this Office is constrained to cancel the implementation of the flexible working hours for the non-teaching personnel in all schools and in the office of the Schools Division of Tacloban City.
2. Relative thereto, the official working hours shall be from **8:00 AM to 12:00 PM** and from **1:00 PM to 5:00 PM**, Monday to Friday, effective immediately.
3. Employees who may want to apply for the flexible working hours' arrangement shall secure approval from the undersigned.
4. Previous issuances relative to the adoption of flexible working hours in this Division are hereby rescinded.
5. For widest dissemination and strict compliance.


SHERLITA A. PALMA EdD, CESO VI

OIC-Schools Division Superintendent

MATATAG
AGRICULTURE
INDUSTRIALIZATION
AND
SUSTAINABLE DEVELOPMENT



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