



Republic of the Philippines  
Department of Education  
REGION III  
Schools Division Office of Bulacan

October 16, 2022

DIVISION MEMORANDUM

No. 367, series 2022

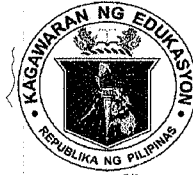
To: Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
All SDO Personnel  
School Based Non-Teaching Personnel  
All Others Concerned

**REITERATION ON THE POLICIES AND GUIDELINES IN THE OBSERVANCE OF  
OFFICIAL WORKING HOURS**

1. Relative to the observance of working hours and to properly monitor the time and attendance of all personnel in this Schools Division, the resumption of the use of the biometrics in the Schools Division Office Proper shall be implemented effective November 7, 2022.
2. The following policies and guidelines shall be strictly followed per Executive Order No. 292, Rule XVI of Implementing Book V (CSC Law and Rules):
  - 2.1 Only presidential appointees (SDS and ASDSs) need not punch in the bundy clock/biometrics, but attendance and all absences of such officers must be recorded.
  - 2.2 Officers and employees of all departments and agencies ( including Pubic Schools District Supervisors and school based non-teaching personnel) shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch.
  - 2.3 Flexible working hours may be allowed subject to the discretion of the head of the department. In no case shall the weekly working hours be reduced in the event the department adopts the flexi-time schedule in reporting for work.

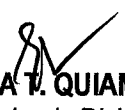


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- 2.4 Officers and employees who have incurred tardiness and undertime regardless of the number of minutes per day, ten (10) times a month for at least two (2) months during the year or at least two (2) months in a semester shall be subject to disciplinary action.
- 2.5 Off-setting of tardiness or absences by working for an equivalent number of minutes or hours by which an officer or employee has been tardy or absent, beyond the regular or approved working hours of the employees concerned, shall not be allowed.
- 2.6 Any employee who is absent in the morning is considered tardy while any employee who is absent in the afternoon is considered to have incurred undertime.
3. All employees are required to key-in four (4) transactions which mean log in and out in the morning and log-in and out in the afternoon. Failure to log in/log out shall be considered an incomplete transaction which shall mean half day, undertime and absent unless supported by duly signed Travel Order or Notice of Meeting/Seminar and other necessary official documents.
4. DTRs shall be released by the Personnel Section every 3<sup>rd</sup> working day of the month for employee validation and signature. Duly validated and signed DTRs shall be returned to the Personnel Section by the concerned Unit Heads on or before the 7<sup>th</sup> working day of the month.
5. Applicable policies and guidelines for the PSDSs and school-based non-teaching personnel including the use of biometrics or bundy clock shall be implemented. The CID Chief shall continuously check and sign the DTRs of the PSDS while DTRs of the school-based non-teaching personnel should be checked and signed by their respective School Principal/School Head.
6. For information, dissemination and strict compliance of all concerned.

  
**ROWENA V. QUIAMBAO, CESE**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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