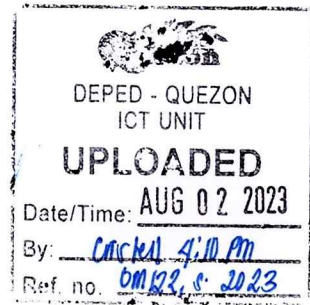




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



07 July 2023

OFFICE MEMORANDUM
OM No. 122, s. 2023

REITERATING OFFICE RULES AND REGULATIONS IN SDO QUEZON

To: All SDO Quezon Personnel

In maintaining professionalism and orderliness in SDO Quezon premises, this memorandum serves to reiterate the office rules and regulations stated in the DepEd Quezon Office Manual. As such, the following guidelines are for strict adherence:

On Reasonable Office Rules and Regulations

- a. All Schools Division Office (SDO) Personnel shall ensure that they follow reasonable office rules and regulations in everyday transaction.
- b. All SDO Personnel shall provide services to customer with utmost courtesy, respect, efficiency, sincerity, and transparency adhering to the provisions of the Anti-Red Tape Act of 2007.
- c. All applications or requests submitted shall be acted upon by the assigned officer or employee within the prescribed processing time which shall not be longer than three (3) working days in the case of simple transactions and seven (7) working days in the case of complex transactions from the date the request and/or complete application or request was received.
- d. No application or request shall be returned to the client without appropriate action. In case of disapproval, the officer or employee who rendered the decision shall send letter and/or indorsement to the client within the prescribed processing.
- e. In the absence of one or more members in the division/section, the division/section head shall assign an employee within the said division/section to do the workloads in

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his/her absence. The Division Chief or Section Heads shall also assist in the exigency of the service.

On Attendance and Work Hours

- a. As per **Section 5, Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292**, officers and employees 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. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days, except Saturdays, Sundays, and Holidays.
- b. Official working hours (flexi-time) starts from 7:00 am to 9:30 am and ends from 4:00 pm to 6:30 pm, except when there is flag raising ceremony.
- c. All employees shall be required to register their daily attendance through the biometrics machine installed on a conspicuous area.
- d. All employees shall be required to key-in four (4) transactions in the biometrics machine: log in and out in the morning and log in and out in the afternoon.
- e. Failure to key-in (4) times shall be considered as incomplete transaction which shall mean either half-day, under-time or absent, unless supported by a gate pass, Authority to Travel, notice of meetings/seminars, certificate of appearance or proof that the employee is sent home for sickness.
- f. Any official or employee who is absent in the morning is considered to be tardy and is subject to the provisions on Habitual Tardiness.
- g. Any official or employee who is absent in the afternoon is considered to have incurred under-time, subject to the provision on Under-time.
- h. Duly validated/signed DTRs shall be transmitted back to the Personnel Section by the concerned chiefs of offices on or before the 7th working day of the month.
- i. All personnel shall participate in the conduct of Flag Raising Ceremonies every Monday morning and Flag Lowering Ceremonies every Friday afternoon.

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- j. Leave of absences incurred by the division personnel shall be signed and approved by the Schools Division Superintendent.
- k. All personnel shall submit their application for leave ahead of time, except for sick leave which shall be supported by a medical certificate from a duly licensed physician.
- l. Personal leave and travel abroad shall be approved forty-five (45) days before the requested leave or travel abroad.
- m. Heads of offices and agencies who render frontline services shall adopt appropriate working schedules to ensure that all clients who are within their premises prior to the end of official working hours are attended to and served even during lunch break and after regular working hours.

On Communications

- a. All communications and memoranda from the CID, SGOD, AND OSDS, shall bear the initials of the division section/chiefs and reviewed by the ASDS-in-Charge before the approval of the SDS and subsequent uploading into the Division website.
- b. All personnel shall address their co-employees with utmost respect and courtesy using *Sir/Ma'am* _____ (first name or nickname)

On Official Visit and Safety Procedures

- a. All outsiders including clients, visitors, contractors, suppliers and/or any other individuals who are not regular SDO Quezon personnel must present valid identification and provide necessary documentation relevant to the purpose of their visit to the designated security personnel.
- b. Outsiders must log to the visitor's logbook; thereafter, will be issued with a visitor's pass granting them access in SDO Quezon premises. As such, the visitor's pass should

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be visibly displayed during the duration of their visit. Consequently, no visitor's pass means no entry.

- c. The security personnel shall diligently carry out the necessary security checks, verification procedures, and documentation processes to ensure safety and orderly in the office.
- d. Any outsider who fails to provide the necessary documentation or comply with the required security procedures will be denied entry into the DepEd Quezon premises.
- e. The security personnel or authorized staff members have the authority to deny entry to any individual who poses a threat to the safety, security, or well-being of the personnel or the premises. Moreover, the decision to deny entry shall be communicated in a respectful and professional manner, clearly stating the reasons for the denial and providing appropriate guidance if necessary.
- f. All visitors are expected to dress in an appropriate manner that reflects the professional and respectful nature of this office.

On Other Matters

- a. Drivers and utility workers shall perform other tasks as assigned by higher authority only after the performance of their main task/job.
- b. In order to rationalize the rendition of overtime services, the Division shall follow the provisions of DepEd Order No. 30, s. 2016 (Policies and Guidelines on Overtime Services and Payment in the Department of Education) DepEd Order No. 5, s. 2019, Amendments to DepEd Order No. 20, s. 2016 as basis for payment of overtime services for non-teaching personnel in accordance with the provisions of Joint Circular No. 1, s. 2015 of the CSC and the DBM. All operating units are hereby mandated to implement the full intent of this policy.

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- c. The OT services to be rendered by an employee for regular work days in excess of his/her eight-hour work schedule shall be at least two (2) hours and shall be until 9:00 PM only except in the case of duly authorized overnight OT services and of services rendered by drivers; and those rendered during Saturdays, Sundays, and holidays or non-working days to start at 8:00 AM up to 5:00 PM.
- d. No employee shall be allowed to render overnight service for more than two (2) consecutive nights, for health reasons, and to ensure employee productivity.
- e. Chiefs of Divisions/Section Heads shall secure authority to Render OT services from the SDS which shall indicate the following:
 - Purpose for rendering OT services
 - List of Employees to include the names, positions, and assigned tasks
 - Justification on the necessity of OT services
- f. Chiefs of Divisions/Section Heads shall be primarily responsible for the day to day operations of their respective sections; hence they may allow or disallow their immediate staff to render such OT services with pay, depending on the nature and urgency of the work to be done.
- g. An employee shall not be allowed to render OT services with pay if he/she has reported late/tardy on regular work days. In this case, an employee may render OT services but he/she will not be compensated for such services either through monetary pay or CTO.
- h. The total OT pay of an employee in a year shall not exceed 50% of his/her basic salary for the year while the total amount of OT pay to be spent shall not exceed 5% of the total Personnel Services (PS) budget of the agency for a given year.
- i. All personnel shall apply the 5S guidelines in the workplace.
- j. The Top Management shall ensure that all personnel adhere to the abovementioned reasonable office rules and regulations to avoid any administrative liability.

These guidelines, which are being reiterated and reinforced, are of utmost importance and should be strictly observed by all personnel within SDO Quezon.

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Adherence to these guidelines is crucial in fostering a culture of efficiency and effectiveness in delivering government service.

Dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Admddd07/07/2023

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