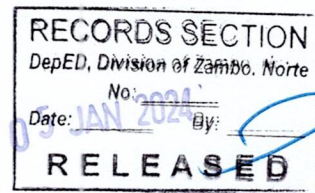




Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



January 5, 2024

Division Memorandum  
No. 17, s. 2024

**ADOPTION OF DEPED ORDER NO. 23, SERIES OF 2018**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Administrative Officer V  
Public Schools District Supervisors  
School Heads  
All Others Concerned

1. Relative to D.O. 23 s. 2018 on the *Implementation of Flexible Working Hours for the Non-Teaching Personnel*, this Division issues this memorandum to adopt the provisions of the same;
2. All non-teaching personnel within this Division are granted the privilege to adopt this flexible working time, provided that the weekly working hours shall not be reduced to 40 hours per week or 8 hours per day;
3. Flexible working hours starts from 7:00a.m. to 9:30a.m. and ends from 4:00p.m. to 6:30p.m.;
4. Immediate superiors of the offices in the division, school heads and/or the district supervisors are ordered to:
  - a. Ensure the compliance of all conditions set forth under D.O. 23 s. 2018;
  - b. Ensure that there are available personnel during normal working hours between 8:00-5:00 pm to cater clientele of the schools/office; and
  - c. The lunch break time of 60 minutes (or 1 hour) for all employees should not be reduced and should be excluded from the counting of the daily 8 working hours.
5. Further, those who fail to observe the eight-hour workday through consistent tardiness, undertime, and loafing from duty during office hours may be administratively charged and penalized with suspension or dismissal from service under civil service law, rules, regulations, and D.O. 4, s. 2006;
6. This issuance shall take effect immediately after its publication;
7. For your information, guidance, and dissemination.

**ROY C. TUBALLA EMD, JD, CESO V**  
Schools Division Superintendent