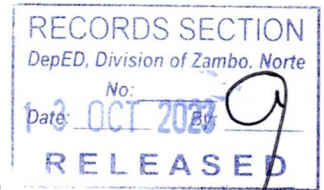




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

October 10, 2023

Division Memorandum
No. 446, s. 2023

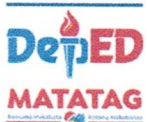
ADOPTION OF FLEXIBLE WORKING ARRANGEMENT FOR NON-TEACHING PERSONNEL IN THE FIELD IN THE SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

TO: Public Schools District Supervisor
Administrative Officers II,
Non-Teaching Personnel
School Head (Elementary and Secondary)
All Others Concerned

1. In consonance with *Civil Service Commission, Memorandum Circular No. 06, s. 2022* which aims to institutionalize relevant and appropriate work arrangements for government functions and delivery of public services, and to ensure protection of their health, safety, and welfare at all times, this Office shall adopt the flexible working hours for non-teaching personnel in the field, **effective November 1, 2023**.
2. Relative thereto, all non-teaching personnel in the field 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. This shall not be reduced by the adoption of flexible working hours.
3. Flexible working hours to be implemented in the field shall start from 7:30a.m. to 4:30 p.m. An employee who reports to work after 7:30 a.m. shall be considered tardy. An employee shall be considered undertime if she/he arrives at 7:30 a.m. but fails to complete the eight (8) hours of work. Consistent tardiness, undertime and loafing may be administratively charged and penalized according to the existing Civil Service Rules.
4. Despite the adoption of flexible working hours, the School Heads/School Principals shall ensure the **continuous delivery of services** in their respective schools during the core working hours.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

PS/sed/*Flexitimee for Nonteaching Personnel*
001/October 11,2023



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