



October 4, 2019

DIVISION MEMORANDUM

No. 616, s. 2019

OFFICIAL TIME OF ALL DEPED PERSONNEL IN THE FIELD

**To: *PSDS/District OICs
Elementary/Secondary School Principals/Heads
Bookkeepers and Disbursing Officers***

1. To address the confusion among DepEd personnel, as to their official time in reporting to their respective stations, this Office reiterates that official time in the government service, which includes the schools, is 8:00 am to 5:00 pm.
2. As an exemption, a particular school may be allowed to observe a 7:30 am - 4:30 pm schedule, provided that a written request shall be made first and approved by this Office, if the same is deemed valid and practical.
3. In the 8:00 am – 5:00 pm schedule, deduction of salary shall **only** apply if one arrives **later** than 8:00 am. Though this is the case, everyone is strongly reminded to regularly attend and participate every conduct of the Flag Ceremony, as mandated under *R.A. No. 8491* or the “*Flag and Heraldic Code of the Philippines*” even if his or her official time is 8:00 am – 5:00 pm.
4. For schools with approved 7:30 am – 4:30 schedule, deductions shall apply to anyone who arrives later than 7:30 am.
5. For widest and immediate dissemination.


DR. RHEA MAR A. ANGTUD, Ed. D.
Schools Division Superintendent

RMAA/jcd