



Republic of the Philippines  
 Department of Education  
 Region VII, Central Visayas  
**SCHOOLS DIVISION OF DUMAGUETE CITY**  
 Dumaguete City

CONTROL NO. \_\_\_\_\_  
 RELEASED BY \_\_\_\_\_  
 DATE RELEASED \_\_\_\_\_  
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May 4, 2018

**DIVISION MEMORANDUM**

No. 191, s. 2018

**REITERATION OF THE POLICY ON GOVERNMENT OFFICE HOURS;  
 AND THE ADMINISTRATIVE OFFENSES OF FREQUENT  
 UNAUTHORIZED ABSENCES (HABITUAL ABSENTEEISM);  
 TARDINESS IN REPORTING FOR DUTY; AND LOAFING FROM  
 DUTY DURING REGULAR OFFICE HOURS**

To: Assistant Schools Division Superintendent  
 Chiefs, CID/SGOD  
 Education Program Supervisors  
 Senior/Education Program Specialists  
 Administrative Officer V/Section Heads  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. It has been observed that there are some officials and employees of the Division who do not observe prescribed office hours while others are not recording their daily attendance in the proper form, this Office uses the Bio-metric system to record attendance of officials and employees.

2. As stipulated in Section 4, Rule XVII of the Omnibus Rules of Book V of Executive Order No. 292, "*Falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution as the circumstances warrant*". Dishonesty is a grave offense and is punishable by dismissal from government service at the first offense.

3. In order to fortify adherence to the said Rules and Regulations, all teaching and non-teaching personnel are directed to observe the following:

- a. Any personnel who will attend official business/trainings/seminars/, monitoring/supervising the schools must secure a pass slip from his/her division/unit head/school head to be given to the guard on duty indicating the purpose, time out and coming back thereof;
- b. Time in and time out not reflected in the Biometric print-out must have a certificate of appearance or any supporting documents attached;
- c. The CID/SGOD/Unit heads/School heads must file the pass slip and submit a consolidated report to this Office (Attn: Mrs. Monina U. Lacson, AO V) every end of the month.

4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVANGEL M. LUMINARIAS, Ph. D., CESO V**  
 Schools Division Superintendent