



**DEPARTMENT OF EDUCATION**

Region X-Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

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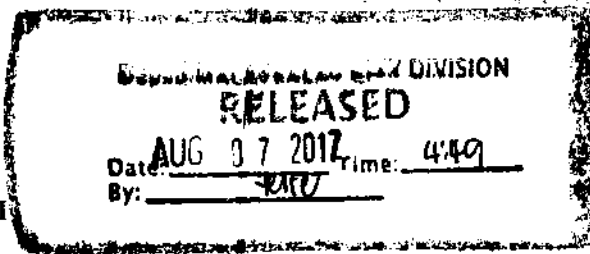
**DIVISION MEMORANDUM**

No. 281 s. 2017

**TO :** Chief Education Supervisors and Staff, CID and SGOD  
School Heads (Elementary and Secondary)  
Section/Unit Heads and Staff  
All Others Concerned

*[Signature]*  
**FROM :** EDILBERTO L. OPLENARIA, LPT, CESO VI  
OIC-Schools Division Superintendent *d*

**RE :** OBSERVANCE OF THE CSC POLICIES ON GOVERNMENT OFFICE HOURS, ADMINISTRATIVE OFFENSES OF FREQUENT UNAUTHORIZED ABSENCES (HABITUAL ABSENTEEISM), TARDINESS IN REPORTING FOR DUTY, LOAFING FROM DURING REGULAR OFFICE HOURS, AND UNDERTIME, AND DEPED'S POLICY ON ENGAGED TIME-ON-TASK



1. In compliance to President Rodrigo R. Duterte's call for 'speedy reforms' on improved quality public service during the 2<sup>nd</sup> State of the Nation Address (SONA), this Office hereby directs all employees to observe the Civil Service Commission (CSC) policies on government office hours, administrative offenses of frequent unauthorized absences (habitual absenteeism), tardiness in reporting for duty, loafing from during regular office hours, and undertime in their respective office and schools as well as the DepEd's policy on engaged time-on-task.
2. It is informed that this Office has received information that there are employees who are not observing the herein CSC and DepEd policies. For this reason, this Office instructs you to reiterate the important provisions of the CSC policies to all employees under your supervision, to wit:
  - 2.1. CSC MC No. 01, s. 2017 – 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
  - 2.2. CSC MC No. 16, s. 2010 – Policy on Undertime
  - 2.3. DepEd Order No. 9, s. 2005 – Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith
3. Moreover, you are advised to institute improved systems in monitoring and evaluating the employees in terms of adhering to the above-cited policies.
4. For information, guidance, and compliance.

Encl.:  
As stated

Copy furnished:  
Records Unit  
AO File

TO BE POSTED IN THE DIVISION WEBSITE



MC No. 01, s. 2017

## MEMORANDUM CIRCULAR

- TO :** ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER; AND STATE UNIVERSITIES AND COLLEGES
- SUBJECT :** 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

The Constitution mandates that public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and lead modest lives<sup>1</sup>. Part of this accountability is the observance of the prescribed office hours in a given working day.

It has come to the attention of the Commission that there are government officials and employees who are not observing the prescribed office hours and are not recording their daily attendance in the proper form. Likewise, unauthorized absences, tardiness and loafing from duty during regular office hours are detrimental to public service.

The Commission hereby reiterates the following policy on government office hours, including the aforementioned administrative offenses and their corresponding penalties.

- 1) On Government Office Hours, Sections 1 to 5, Rule XVII, Omnibus Rules Implementing Book V of Executive Order No. 292 provide:

*"SECTION 1. It shall be the duty of each head of department or agency to require all officers and employees under him to strictly observe the prescribed office hours.*

<sup>1</sup>Section I, Article XI, 1987 Constitution.

**Bawat Kawani, Lingkod Bayani**

*"SEC. 2. Each head of department or agency shall require a daily record of attendance of all the officers and employees under him including those serving in the field or on the water, to be kept on the proper form and, whenever possible, registered on the bundy clock.*

*"Service 'in the field' shall refer to service rendered outside the office proper and service 'on the water' shall refer to service rendered on board a vessel which is the usual place of work.*

*"SEC. 3. Chiefs and Assistant Chiefs of agencies who are appointed by the President, officers who rank higher than these chiefs in the three branches of the government, and other presidential appointees need not punch in the bundy clock, but attendance and all absences of such officers must be recorded.*

*"SEC. 4. 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.*

*"SEC. 5. Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours of work a day for five days a week or a total of forty 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.*

- 2) On Frequent Unauthorized Absences (Habitual Absenteeism), Tardiness in Reporting for Duty and Loafing from Duty during Regular Office Hours, **Section 22, Rule XIV, Omnibus Rules Implementing Book V of Executive Order No. 292** provides:

xxx

*"An officer or employee in the civil service shall be considered habitually absent if he incurs unauthorized absences exceeding the allowable 2.5 days monthly leave credit under the Leave Law for at least three (3) months in a semester or at least three (3) consecutive months during the year.*

*"In case of claim of ill-health, heads of departments or agencies are encouraged to verify the validity of such claim, if not satisfied with the reason given, should disapprove the application for sick leave. On the other hand, in cases where an employee absents himself from work before approval of the application, said application should be disapproved.*

*"In the discretion of the Head of any department, agency, or office, any government physician may be authorized to do a spot check on employees who are supposed to be on sick leave.*

Further, **Section 46 (B) (5), Revised Rules on Administrative Cases in the Civil Service (RRACCS)** provides that Frequent Unauthorized Absences (Habitual Absenteeism), Tardiness in Reporting for Duty, and Loafing from Duty during Regular Office Hours are grave offenses punishable by suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense.

On the other hand, under **Section 46 (F) (4), RRACCS**, Frequent Unauthorized Tardiness (Habitual Tardiness) is a light offense punishable by reprimand for the first offense, suspension of one (1) to thirty (30) days for the second offense, and dismissal from the service for the third offense. It is committed when an official or employee incurs tardiness, regardless of the number of minutes, ten (10) times a month for at least two (2) months in a semester or at least two (2) consecutive months during the year.

The classification of Habitual Tardiness as either a grave offense or a light offense would depend on the frequency or regularity of its commission and its effects on the government service.

For strict compliance.

  
**ALICIA dela ROSA-BALA**  
Chairperson

31 JAN 2017



CSC MC No. 16, s. 2010

### MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS,  
OFFICES AND AGENCIES OF THE NATIONAL  
AND LOCAL GOVERNMENTS, INCLUDING  
STATE UNIVERSITIES AND COLLEGES AND  
GOVERNMENT-OWNED AND CONTROLLED  
CORPORATIONS WITH ORIGINAL CHARTER

SUBJECT : Policy on Undertime

Pursuant to CSC Resolution No. 10-1357\* dated July 6, 2010, the Commission resolves that undertime is not classified as tardiness. However, due to the inimical effect of undertime to public service, which cannot be countenanced, the following guidelines on Undertime is hereby promulgated, as follows:

1. Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two months in a semester shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be; and
2. Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) consecutive months during the year shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be.

  
FRANCISCO T. DUQUE III, MD, MSc  
Chairman

06 AUG 2010

AGR/Y47 (d16)mapa10-usb  
MR Policy on Undertime

\* CSC Res. No. 10-1357 was published in the Philippine Daily Inquirer on July 28, 2010.



Re: Policy on Undertime

X-----X

RESOLUTION NO. 101357

**WHEREAS**, Section 1, Article XI of the 1987 Constitution, states that "*Public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and justice, and lead modest lives*";

**WHEREAS**, part of such accountability, responsibility and efficiency of public officers and employees is the observance of the prescribed eight-hour work schedule in a given working day or 40-hour work per week;

**WHEREAS**, by incurring undertime, an officer or employee fails to observe the prescribed eight-hour work in a day;

**WHEREAS**, in the case of **Yadao-Guno, Carmelita P.** (CSC Resolution No. 00-0970 dated April 7, 2000), the Commission defined undertime as "*working time that is less than the full time or the required minimum. This is usually incurred by an officer or employee who leaves or quits from work earlier than the usual eight-hour work schedule in a given working day*;

**WHEREAS**, undertime is not considered as an administrative offense;

**WHEREAS**, it is the present practice to classify undertime as tardiness, thus, penalized under the offense of Habitual Tardiness;

**WHEREAS**, in the case of **Caballes, Zenaida Z.** (CSC Resolution No. 08-1198 dated June 23, 2008), citing the case of **Yadao-Guno, Carmelita P.**, the Commission ruled that respondent is not liable for Habitual Tardiness because the "*number of undertime that the respondent incurred cannot be classified as tardiness*";

**WHEREAS**, while undertime is not classified as tardiness and is not considered as an administrative offense, there is a need to set the limit as to the number of times an officer or employee is allowed to go on undertime;

**WHEREAS**, undertime for more than that allowed shall be considered as falling under the administrative offenses of Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service;

*W*

Certified True Copy:

*[Signature]*  
**SEYMOUR E. PAJARES**  
Chief Personnel Specialist  
Classification, Compensation & Labor Office

**NOW, THEREFORE**, the Civil Service Commission, as the central human resource institution of the government, resolves to promulgate the following guidelines on Undertime, as follows:

1. Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two months in a semester shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be; and
2. Any officer or employee who incurs undertime, regardless of the number of minutes/hours, ten (10) times a month for at least two (2) consecutive months during the year shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be.

**RESOLVED FURTHER** that these guidelines shall be prospective in application and shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

Quezon City. **06 JUL 2010**

  
**FRANCISCO T. DUQUE III**  
Chairman

  
**CESAR D. BUENAFLOR**  
Commissioner

  
**MARI ANN Z. FERNANDEZ-MENDOZA**  
Commissioner

Attested by:

  
**DOLORES B. BONIFACIO**  
Director IV

Commission Secretariat and Liaison Office

**Certified True Copy:**

  
**SEYMOUR S. PAJARES**  
Chief Personnel Specialist  
Commission Secretariat & Liaison Office



*Office of the Secretary*

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**DepED ORDER**  
No. 9, s. 2005

MAR 02 2005

To : **Undersecretaries  
Assistant Secretaries  
Bureau/Service/Center Directors  
Schools Division Superintendents  
School Heads**

**INSTITUTING MEASURES TO INCREASE ENGAGED TIME-ON-TASK  
AND ENSURING COMPLIANCE THEREWITH**

1. To arrest the deteriorating quality of education, one of the immediate tasks that need to be undertaken is to increase engaged time-on-task. The objective is to meet the required number of school days in every school year and the time allotment for the different subjects in every school day by lessening activities that take teachers and/or students away from the classroom, maximizing the use of the time allotment for every subject, and reducing the non-teaching duties of teachers.
2. As a matter of policy, the prescribed 205 school days shall be strictly spent on engaged time-on-task. A school day is defined as a day devoted to instructionally relevant activities pursuant to engaging students in learning the lessons of the curriculum. Any school day or part of a school day spent otherwise is classified as a disruption. Any suspension of classes that involves instructionally relevant activities may be classified as a valid school day. However, any other suspension of classes that constitutes a disruption shall be avoided and shall be made up by another school day outside of the school calendar.
3. Suspension of classes for any reason shall be carefully considered, decided and authorized by the Schools Division Superintendent and school heads, while teachers are authorized to alter scheduled activities of their individual classes. The exercise of this authority, however, shall be balanced by the professional responsibility of superintendents, school heads and teachers to insure that students obtain the full benefit of the curriculum-based instruction for the prescribed number of school days contained in the school calendar.



4. Guided by this general objective and its implementing strategy, the following specific measures shall be adopted:

a. Classes should not be suspended even while there are school celebrations of important historical events or significant occasions. Discussions on the significance of these events or occasions, such as United Nations Day, Arbor Day, School Nutrition Month, Environment Month, AIDS Awareness Day, etc., should be integrated in related subject areas during the regular classroom discussions. Streamers should no longer be put up in schools to announce such celebrations. Simple announcements in bulletin boards would suffice.

b. Similarly, with regard to national programs which DepEd is expected to support, integration in regular classroom discussions in the relevant subjects shall serve as the mode of imparting important messages to students. The holding of contests in schools to support such programs shall be conducted outside of school hours.

c. DepED Central Office will no longer endorse competitions sponsored by certain government or non-government entities.

d. Enrichment and remediation classes and individual instruction shall be encouraged to support teaching and learning, and may be conducted during the period to be determined by the School Head.

e. In-service training programs and write shops/module-making, whether organized by the central, regional or division offices as well as the training components of foreign-assisted projects, requiring attendance of classroom teachers shall be scheduled during the five-day mid-year break and during the summer vacation. In the case of school-based or school-cluster based training program, this may be held preferably on Fridays or on weekends.

f. Only schools with school papers shall be allowed to participate in local schools press conferences.

g. Schools Division Superintendents shall ensure that the five-day break at the middle of the school year, which is counted as part of the required number of school days, shall be optimally used by school heads for review and assessment of activities for the first half of the school year, planning for the second half of the school year, and conduct of in-service training programs. Every school head shall prepare an implementation plan for the five-day mid-year break which shall include the in-service training program for teachers and the assignments/projects/homework to be given to students for that period.

h. National, regional or division athletic meets or academic and non-academic competitions, including practices for said meets and competitions shall be allowed on condition that these are held after class hours and days. In determining the composition of delegations to these competitions, regional directors and schools division superintendents should only include the competitors, their coaches, and officiating personnel.



5. To ensure compliance with these measures to increase engaged time-on-task, the following procedures are prescribed:

a. Every school shall prepare its school calendar detailing the day-to-day activities of the prescribed number of school days to be submitted to the Schools Division Superintendent at the start of the schoolyear. Said calendar shall be prepared in consultation with the students, the PTCA and the local government unit concerned.

b. Suspension of classes for specific school(s) or school district shall be submitted by the school head or the district supervisor, as the case may be, to the Schools Division Superintendent at least one week before the planned suspension, stating the reason for the suspension of classes and the schedule for the make-up classes. Thereafter, a report on the actual conduct of make-up classes shall also be submitted.

c. At the end of the every school year, the Schools Division Superintendent shall submit a report to the regional office on the actual number of school days held in every school in the division, together with recommendations on how the policy on engaged time-on-task can be further strengthened. Such information shall be used in the performance appraisal of schools, their respective school heads, and the schools division superintendents. Regional and division office supervisors shall monitor the strict compliance of individual school with the required number of school days for each school year. Regional offices shall submit not later than two weeks after the end of the schoolyear to the central office a report on the number of actual school days in the different school divisions under their jurisdiction, together with recommendation on how the policy can be further improved.

6. This DepED Order supersedes DepED Orders No. 20, s. 2003; No. 11, s. 2003 and No. 20, s. 2002.

7. Every school head must send to the Division Office a letter acknowledging receipt of this DepED Order including the date of receipt and committing to comply with its provisions. Schools Division Superintendent shall issue a certification that every school in his/her division has received the DepED Order, attaching therewith a list of schools and date of receipt. These certifications shall be sent to the Central Office (Attention: Undersecretary Ramon C. Bacani), copy furnished the Regional Offices, not later than March 31, 2005.

8. Immediate dissemination of and strict compliance with this Order is mandated.

  
FLORENCIO B. ABAD  
Secretary

References: DepED Orders: Nos. 11 and 20, s. 2003 and 20, s. 2002

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

CALENDAR, SCHOOL  
CLASSES

CELEBRATIONS & FESTIVALS  
POLICY