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**Division Memorandum**

No. 22 s. 2016

**2016 OMNIBUS SCHOOL AND OFFICE RULES AND POLICIES**

To : Assistant Schools Division Superintendent  
Division Chiefs  
Education Program Supervisors / *PSOS*  
Elementary and Secondary School Heads  
Elementary and Secondary Teachers  
Division Office and School Personnel

In consonance with various laws, orders and rules, this Office is reiterating the following school and office rules and policies, to wit:

**1.1 PUNCTUALITY AND ATTENDANCE/ENGAGE TIME ON TASK**

**1.1.1 Philippine Standard Time (PST)**

All schools and the Division Office shall synchronize with the PST pursuant to DepEd Order No. 86 s. 2011.

**1.1.2 Working Time**

The normal working time of government officials and employees shall be 8:00 AM – 12:00 NN, 1:00 PM – 5:00 PM. For teachers and school officials, it shall be 7:30 AM – 11:30 AM and 1:00 PM – 5:00 PM. However, teachers shall render 6 hours of actual classroom teaching and the remaining 2 hours to complete 8 hours, shall be spent in the preparation of lesson plans, instructional materials or rendering other related teaching activities per RA 4670/DepEd Memo No. 29 s. 2008.

Break time at the Division Office shall be 9:30 – 9:45 AM and 3:00 – 3:15 PM. The “No Noon Break” embodied in Anti-Red Tape Campaign by the Civil Service Commission will be followed. Break time at the school level shall be in accordance with the approved school/class program. The Memorandum Circular on Undertime and Tardiness issued by the Civil Service Commission shall be referred to accordingly.

**1.1.3 Absences/Tardiness**

Form 6 duly approved by authorities shall be filed by teachers/personnel whether absences are with pay or without pay. It will be submitted to the Division Office once filed by the personnel. For teachers, Service Credits shall be utilized only for absences due to illness. Personal transactions outside the school/division shall be considered absences unless pass is secured for a justifiable reason only for a specified time duration.

For personnel on accrued leave, filing of SPL shall be specific and approved in accordance with existing guidelines that is on birthdays, anniversaries, graduations, relocations, enrolment, etc. (1 day as specified and maximum of three days). Head Teachers, Principals, Supervisors and Non-Teaching Personnel who are on accrued leave shall report to their Respective offices and assignment during Christmas an summer vacation.

Flexi-time maybe availed of by Non-Teaching personnel per DepEd Order No. 31, s. 2014, “Implementation of the Flexi-time Work Schedule for the non-academic personnel of DepEd”.

**1.1.4 Typhoons/Other Calamities**

The Guidelines on the Implementation of Executive Order No. 66 prescribing rules on the cancellation or suspension of classes and work in government offices due to typhoons, flooding, other weather disturbances and calamities per DepEd Order No. 43, s. 2012 shall be observed by the school heads. School Heads shall submit the necessary reports on typhoon damage (RADaR), evacuation centers, etc. a day after the incident.

Salient portions of the said Order read:

**Automatic Cancellation/Suspension of Classes**

When Signal No. 1 is raised by PAGASA, public and private pre-school and kindergarten classes in the affected areas shall be automatically cancelled or suspended. When Signal No. 2 is raised by PAGASA, classes in public and private pre-school, kindergarten, elementary and Secondary levels are automatically cancelled or suspended. When Signal No. 3 is raised by PAGASA, work in all DepEd offices in the affected areas shall be automatically cancelled or suspended. Teaching personnel handling cancelled or suspended classes are likewise allowed to leave their stations in consideration the work they will need to undertake during make-up classes.

**Localized Cancellation/Suspension of Classes and Work**

In the absence of typhoon signal warnings from PAGASA, localized cancellation/suspension of classes in both public and private schools and work in government offices may be implemented by local chief executives in their capacity as chairperson of the Local Disaster Reduction and Management (LDRRMC). Any decision to cancel or suspend classes must come from the local government. A school head (SH) may only cancel or suspend classes in cases where urgent action is needed to prevent loss or life or bodily harm.

1.1.5. DepEd Order No. 9, s. 2005 or engaged time on task shall be observed in case of suspension of classes and local holidays.

**1.1.6. Contest/Activities Involving Teachers**

All academic/athletic/cultural contests/activities involving teachers shall be done on weekends to avoid disruption of classes as provided in DepEd Order No. 9, s. 2005.

**1.1.7. Education Tours**

Educational tours shall be conducted on weekends subject to existing Department and Division policies, rules and regulations. A Memorandum of Agreement shall be formulated between the school and the PTA regarding the proposed activity and recommended by the school principal to the Schools Division Superintendent for approval. Educational Tours shall not be used as part of the rating of the student in any subject; and that students who will not join the tour should not be penalized. It should be on voluntary basis and a financial report must be submitted to the division office a week after the activity. Likewise, tour agencies should be accredited with the government agency concerned and possess the necessary legal documents for the purpose.

**1.2. FLAG CEREMONY**

**1.2.1. Flag Ceremony**

The provision in Republic Act. No. 8491 or the Flag and Heraldic Code of the Philippines shall be strictly followed.

**1.2.2. School Flag Ceremony**

Flag Ceremonies (flag raising and flag lowering) shall be conducted daily in every school. Attendance of pupils, teachers and other schools personnel shall be required.

**1.2.3. Division Flag Ceremony**

The Division Office Personnel shall join the flag raising and flag lowering ceremonies during Mondays and Fridays, respectively, at the Division Office compound. Attendance of all D.O. personnel shall likewise be required.

**1.3 IDENTIFICATION CARDS (I.D.)**

1.3.1. The use of Identification Cards shall be in accordance with the existing rules and regulations.

1.3.2. Pupils/students' I.D. cards shall be school specific and shall be signed by the Schools Heads. Expenses for the printing and lamination of IDs is charged against the school's MOOE.

1.3.3. Teachers, School Heads and other non-teaching personnel identification card shall be division specific and shall be signed by the Schools Division Superintendent. Division Office personnel aside from the office ID should wear the ID prescribed by the Civil Service Commission while inside the office.

#### 1.4. COST CUTTING MEASURES

##### 1.4.1. Electrical Consumptions

Air-conditioning units shall be switched ON at 8:30 A.M. and 1:30 P.M. and switched OFF at 11:30 A.M. and 4:30 P.M. during regular office days only. When air conditioning units are functioning, no electric fans shall be operating, or vice versa.

##### 1.4.2. Wafer Consumption

Faucets in offices and schools shall be checked regularly for possible leaks and unwanted flow of water.

##### 1.4.3. Utilization of Office and School Equipment

Equipment such as computers and photo-copying machines are strictly for official use only. Utilization of any equipment for personal purposes is strictly prohibited.

##### 1.4.4. Utilization of Office and School Supplies

Use of School and Office Supplies shall be under the control of the Supply Officer with the approval of the SDS. Only the School Heads and Section Chiefs shall be allowed to request for materials to be utilized. The School Heads, Section Chiefs and Supply Officers shall keep a record of utilization of supplies. Excess requested materials shall be kept at the school/supply office for further use. Use of stationaries, with other sides still usable shall also be encouraged unless the document is confidential.

#### 1.5. TRAVELS AND SEMINARS

##### 1.5.1. Seminars/Trainings/Travels

Local Seminars/Trainings shall be conducted during vacation, weekends and INSET Week. The SBLP which has been institutionalized will be conducted monthly and attendance of School Heads and Teachers is a MUST in this regard.

Expected seminars/travels outside the Division shall be programmed for the whole year and participation shall be limited to one teacher or employee unless necessary even if travel is on Official Time or Official Business. Said participation shall be scheduled in such a way that all teachers shall be given a chance to attend the activities outside their respective schools. DepEd Memorandum (together with advisories if needed) shall be attached for the issuance of a travel order. Advisories alone shall not be accepted.

D.O. personnel shall secure the corresponding pass slip whenever they travel for official purposes.

Provisions stated under DepEd Order No. 68, s. 2007 shall likewise be complied with.

##### 1.5.2. Travel Abroad

Travel abroad shall follow the official guidelines stipulated in DepEd Order No. 14, s. 2010. Accordingly, personnel who file a Leave of Absence shall likewise secure travel authority duly endorsed by the SDS.

##### 1.5.3. Itinerary of Travel for Approval

Teacher's travel charged against MOOE shall be approved by School Head/Schools Division Superintendent. However, for travel charged against Special Funds, approval shall be approved by the SDS. Approval of the Regional Director for travel outside the region is required.

Certificate of Appearances issued by the School Heads, District and Division Offices shall contain the purpose and the time of arrival and departure. No certificate shall be issued in blank form.

Reimbursement for monitoring and supervising of school Programs and Projects or any travel SHALL BE FILED MONTHLY and not lumped at the middle of the end of the year.

1.6 **OVERTIME SERVICES OF D.O. PERSONNEL**

D.O. personnel who requests to render services after 5:00 P.M. or Saturdays, Sundays and Holidays should be recommended by the AO/Division Chiefs/Section In-Charge and approved by the SDS. Reports on the actual outputs shall be submitted to the SDS in this regard. Overtime services shall not offset tardiness.

1.7 **MONETIZATION OF PERSONNEL <sup>ACCUMULATED</sup> ~~ACCUMULATED~~ LEAVE BASIS**

1.7.1 Monetization shall be granted once a year. This shall be charged against secondary or elementary PS Savings for secondary heads/personnel and for elementary school heads/personnel respectively.

1.7.2 Monetization shall be limited for 10 days only or more whenever applicable subject to availability of funds and to the usual accounting rules and regulations.

1.8 **PROVIDENT LOANS**

Provident Loans shall be granted per DepEd Order No. 1, s. 2013 considering the net monthly take home pay of P3,500.00. Request for additional loan with undetectable obligations is discouraged.

1.9 **BONUS**

1.9.1 Bonus shall be granted in accordance with guidelines issued by the DBM/DepEd. Bonus coming from DBM is not received in cash/check but through Notice of Cash Allocation (NCA) issued by the DBM. Upon receipt of the NCA, the amount shall be credited by the LBP to the MDS account of the operating unit. Hence, this will go through a process at the Division Office and the Regional Office. Upon which only then that the teachers and personnel can withdraw the said benefit through ATM.

1.9.2 Bonus charged against D.O. funds shall subject to availability of funds and of the usual accounting rules and regulations.

1.10 **<sup>4</sup>DISCIPLINE BY SCHOOL HEADS**

1.10.1 Issuance Of School Memorandum by the School Head to teachers and employees for acts contrary to existing policies like absence of lesson plans, punctuality and attendance, value setting, etc, copy furnished the Office of the SDS shall be encourage and shall be acknowledge.

1.10.2 Schools Heads shall check the lesson plans daily and shall keep a record of attendance and other observable traits and behaviors of teachers.

1.10.3 All teachers and School Heads are advised to always utilize the grievance machineries and policies DedEd Order No. 49, series of 2006, or the Revised Rules of Procedure of the DepEd in Administrative Cases, in all conflicts and disputes, as the case may be. In all cases, courtesy and civility shall be observed and rumor mongering shall be avoided.

1.11 **DRESS CODE**

The wearing of prescribed office and school uniform for male/female Teaching and Non-teaching Personnel, Medical and Health and Administrative Personnel, shall be observed at all times pursuant to DepEd Memorandum/Orders, Regional and Division Memorandums and MC No. 14, s. 1991 of the CSC.

## **1.12 TRANSACTIONS IN THE DIVISION OFFICE**

- 1.12.1. Transactions in Division Office by Teachers shall be made after class hours only (11:00 AM-12:00 NN and 4:00 PM-5:00 PM). They can transact within schools hours only when the circumstances fully warrant the same. A corresponding pass slip or travel permit shall be issued by the school head and shall be presented to the security guard on duty. No permit, no transaction. A District and School Liaison Officer should be designated to submit form 6, request for service records and other reports, in case the concerned personnel are unable to come to the Division Office.
- 1.12.2. Transactions of school heads in the D.O. shall be made once a week only, except for circumstances wherein immediate attention or action is required. A certificate of appearance should be required for each day of transaction in the division office.

## **1.13. MOOE FUNDS, SBM, SSES, SPED**

- 1.13.1. Cash Advance of MOOE of schools shall be granted on a monthly basis if the liquidation report of previous cash advance has been submitted. Otherwise, this office will not grant the cash advance for the succeeding months per DBM Circular No. 2008-11 dated December 08, 2008. Notice of Cash Allocation (NCA) is valid until the last working day of the month only. Thus, any unutilized NCA shall automatically lapse at the end of every month. Bank statement and records reconciliation shall be done on a monthly basis.
- 1.13.2. In the repair/construction charged against MOOE funds, approval of Pre-Inspection and Program of Work prior to construction and Post Inspection and Program after completion are required to avoid disallowance.
- 1.13.3. Liquidation report shall be submitted in folders.

## **1.14 PRAISE (Programs on Awards and Incentives for Service Excellence)**

- 1.14.1. Teachers, School Heads and other personnel who have been given recognition regardless of gender in contests and selections on the Regional and National Levels shall likewise be recognized in the school, district and division level by the PRAISE Committee.
- 1.14.2. Accordingly, the awards shall be indicated and determined by the Division PRAISE Committee as follows:
- ❖ Commendation/Merit – are for outstanding performance of long-term programs and projects.
  - ❖ Recognition – are for facilitators, participation in long-term programs and projects, short-terms projects, awards for pupils/students during contests.
  - ❖ Appreciation – for Committee members and valuable services and participation.

## **1.15 ZERO WASTE MANAGEMENT**

- 1.15.1. All concerned shall see to it that all trash cans/bins are properly labeled. Biodegradable and non-biodegradable wastes shall be placed in appropriate places and be regularly emptied. A school Material Recovery Facility (MRF) should be maintained.
- 1.15.2. No littering in schools and offices be strictly observed.
- 1.15.3. Recyclable boxes, cartridge shall be properly disposed.
- 1.15.4. Drafts of confidential and financial documents shall be disposed appropriately. However, re-use of scratch papers as draft is highly encouraged.

## 1.16 SMOKING AND DRINKING

- 1.16.1. As a matter of policy and in observation with the CSC Rules and Provincial/Municipal Ordinance, all schools and offices shall be strict smoke-free zone.
- 1.16.2. No teacher and other personnel shall be seen smoking while working/teaching.
- 1.16.3. Drinking alcoholic beverages with the school and D.O. premises is strictly prohibited.

## 1.17 PROCUREMENT

- 1.17.1 Procurement in schools and the division shall always be in accordance with R.A. 9184.
- 1.17.2. The HOPE shall keep an updated price list of commodities for validation purposes.
- 1.17.3. The HOPE shall not indorse any supplier/contractor for the procurement of any goods/infrastructure.

## 1.18. OBSERVE THE OBSERVER OBSERVE CLASSES

- 1.18.1. School heads together with supervisors, as the case maybe, shall observe classes in accordance to existing division policies.
- 1.18.2. Monitoring and supervision on instruction by School Heads shall be done in accordance with the following scheme:
  - Schools with 7 to 15 teachers – 100% monthly
  - 16 to 30 – 75% Monthly
  - 31 to 45 – 60% Monthly
  - 46 and above – 25% Monthly

1.18.3. Observe the observer by ES/PSDS shall be done with school heads.

1.18.4. Supervisory plans for school heads shall be flexible to accommodate District/Division Supervisors.

## 1.19 RESEARCHES/STUDIES/PROGRAMS AND PROJECTS

- 1.19.1 Researches/Studies and programs and projects of teachers and school heads shall follow the format of an action research and project proposal respectively. It should be education based.
- 1.19.2. The proposal shall be submitted to the subject are supervisor for perusal. The Education Program Supervisor in charge of research and evaluation shall review and initial the proposals prior to the recommendation of the ASDS approval by the SDS.
- 1.19.3. A comprehensive terminal report of the research/project shall be submitted to the D.O. and the proponent, which shall undergo revalidation with the Division Panel (SDS, SGOD and CID EPS in-charge for Research and Program and Projects and EPS subject area concerned) for accreditation purposes.
- 1.19.4. Permit to study and to conduct researches in case of graduate students shall have the approval of the SDS.

## 1.20 BASIC EDUCATION INFORMATION SYSTEM (BEIS)

Basic Education information system (BEIS) module shall be kept and updated in the office of the School Heads and shall be incorporated in the SIP & AIP.

## 1.21 REAL STATE TAX/SEF/LOCAL SCHOOL BOARD

All schools shall campaign during PTA Meetings and Assemblies for the settlement of Real Taxes since this supports SEF funded projects.

Changes in the process of transaction by the School Head with the Municipal/Provincial BAC, Budget and other officials shall have prior consultant with the SDS.

**1.22 PUBLIC ASSISTANCE AND COMPLAINTS COUNTER**

Division/District Office shall maintain a table for Public Assistance and Complaints Counter occupied by the Officer of the Day (OD).

**1.24 ANTI-FIXERS CAMPAIGN AND DIVISION CHARTER**

The Division Office and Schools shall continue to observe strict implementation of Anti-Fixers Campaign and the Division Charter.

**1.25 UNAUTHORIZED PERSONNEL IN THE SCHOOL & USE OF FACILITIES FOR NON-SCHOOL ACTIVITIES**

Persons visiting the school/classrooms during class hours shall request permission from the school officials. Personnel and visitors after class/office hours shall not be allowed unless authorized by the School Head.

The use of school facilities other than school activities shall be sanctioned by the SDS per 2000 DECS Service Manual, VIII, Chapter 2, section 15.

**1.26 SCHOOL RULES AND REGULATIONS**

School Rules and Regulations shall be crafted by the SGC with the School Head acting as adviser/consultant and posted in a conspicuous place. The school rules and regulations shall be embodied in the pupil/student's handbook.

**1.27 HIRING AND PROMOTION OF PERSONNEL**


1.27.1. Hiring and promotion of personnel (supervisors, school heads, teachers and non-teaching personnel) shall be in accordance with existing DepEd Orders and Memoranda.

1.27.2. Newly hired and promoted personnel shall take their Oath of Office with the appointing authority upon assumption to duty.

1.27.3. For School Head/Teacher/non-teaching personnel seeking transfer to other school assignments, clearance should be secured first. Likewise, newly promoted personnel shall be required to turn over school properties and records to the new school head where he/she is previously assigned.

Immediate dissemination and observance of this memorandum is hereby enjoined.

*Dep Ed Order # 22,  
S. 2013*

  
**SOCORRO V. DELA ROSA, CESO VI**  
School Division Superintendent