



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

April 10, 2025

**DIVISION MEMORANDUM**  
No. 352 s., 2025

**IMPLEMENTATION OF FLEXIBLE WORK ARRANGEMENT  
IN THE SCHOOLS DIVISION OFFICE OF CATANDUANES**

**TO :** OIC-Assistant Schools Division Superintendent  
Chiefs of the Functional Divisions  
CID and SGOD Supervisors & Personnel  
OSDS Unit Heads and Personnel  
Elementary and Secondary School Heads  
Non-Teaching Personnel  
All Others Concerned

1. Pursuant to DepED Order No. 4, s. 2025 titled "Guidelines on the Adoption of Flexible Work Arrangement in the Department of Education," this Office shall implement a Flexible Work Arrangement (FWA) for all non-teaching and related-teaching officials and employees, Contract of Service (CoS) and Job Order (JO) Personnel in the Schools Division Office of Catanduanes effective **April 22, 2025**.

2. The adoption of FWA aims to promote efficiency, work-life balance, and continuity of services without compromising productivity and public accountability. This aligns with the Department's thrust to institutionalize alternative work schemes to adapt to emerging work conditions and evolving service demands.

3. The classification of Flexible Work Arrangements and the procedures for implementation are detailed in Enclosure No. 1 to this memorandum.

4. The adoption of FWA may be allowed based on the circumstances and conditions stipulated in DepED Order No. 4 s. 2025. The Schools Division Superintendent within her discretion can amend, cancel or disapprove the flexible work arrangement based on the needs and priorities of her office.

5. The Summary of Personnel Under Flexible Work Arrangement for Plantilla Personnel (Annex B.1) and Summary of Personnel Under Flexible Work Arrangement for CoS/JO Personnel (Annex B.2) must be submitted in two (2) hard copies each not later than **5:00 P.M. of April 14, 2025** to the Office of the Schools Division Superintendent through the Records Section.

6. To ensure a clear understanding on the FWAs, an orientation shall be conducted on April 11, 2025 (3:00P.M. to 5:00P.M.) through the link <https://bit.ly/FWEOnlineOrientation> or scan the QR Code



7. For information, guidance and strict compliance.

**CECILE C. FERRO, CESO VI**  
Asst. Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 752s. 2025

**FLEXIBLE WORK ARRANGEMENTS**

a. **Flexitime**

- i. DepEd Personnel under Flexitime work arrangement shall be required to report for work for five (5) days a week **from Monday to Friday**, equivalent to forty (40) hours a week, exclusive of time for lunch.
- ii. The adoption of Flexitime shall start not earlier than 7:00 am and end not later than 6:00 pm. Under this work arrangement, DepEd Personnel may choose their time-in in the morning and time-out daily for the duration of the period subject to the approval of the Head of Functional Office.  
  
**Heads of Functional Office shall ensure that the public is assured of their frontline services from 8:00 am to 5:00 pm, including lunch break.**
- iii. Flexitime during flag ceremony days shall be shortened allowing DepEd Personnel to log-in from 7:00 am to 8:00 am only and shall end upon the completion of the required eight (8)-hour workday.
- iv. Existing rules on tardiness and undertime shall apply to this work arrangement.
- v. Offices may adopt any of the following Flexitime options based on the considerations provided in Section V.1.C of this policy:

a. **Full Flexitime**

1. Full flexible working hours shall start from 7:00 am to 9:00 am and ends from 4:00 pm to 6:00 pm.
2. A DepEd Personnel under this arrangement shall report for work at any time between 7:00 am to 9:00 am and shall complete the required eight (8) hours of work per day. DepEd officials or employees who report for work past 9:00 am shall be considered tardy while those who arrive between 7:00 am



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to 9:00 am but fail to complete the required eight (8)-hour workday shall be considered to have been undertime.

3. Full flexitime shall be limited to 7:00 am to 8:00 am only during flag ceremony days. DepEd Personnel who arrive past 8:00 am shall be considered tardy.

**b. Fixed Flexitime**

1. DepEd Personnel under the Fixed Flexitime schedule shall choose from the following fixed work schedules subject to the approval of the head of their Head of Functional Office:

<b>Work Schedule</b>	<b>Lunch Break</b>
7:00 am to 4:00 pm	11:00 am to 12:00 nn
8:00 am to 5:00 pm	12:00 nn to 01:00 pm
9:00 am to 6:00 pm	1:00 pm to 02:00 pm

2. In approving the fixed work schedule of DepEd Personnel, the Head of Functional Office shall ensure that there shall be continuous provision of services in their respective offices from 7:00 am to 6:00 pm.
3. The chosen work schedule shall be the fixed schedule of DepEd Personnel, which may be changed only after six (6) months, when necessary, subject to filing of a written request at least thirty (30) days prior to the start of the intended change of work schedule and approval of the Head of Functional Office prior to its implementation.
4. A fifteen (15)-minute grace period shall be allowed for DepEd officials or employees under the Fixed Flexible Work Schedule, regardless of number of times in a month. However, in order to complete the required eight (8) hours of work in a day, the number of minutes of late arrival in a day may be offset by staying for an equivalent number of minutes of late arrival beyond the fixed time of departure of the approved work schedule.





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## Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

### b. Skeleton Workforce

- i. Skeleton workforce shall be adopted only when full staffing is not possible during emergency cases such as during an occurrence of transportation strike, pandemic, or other extreme circumstances.
- ii. The total number of DepEd Personnel to make up the skeleton workforce shall be determined by the Heads of Functional Office based on the considerations and parameters provided in Section v.1.c of this policy.
- iii. DepEd Personnel assigned as skeleton workforce shall comply with the normal working hours of not less than eight (8) hours a day, exclusive of time for lunch.
- iv. DepEd Personnel who failed to report to office onsite on their assigned working days shall be considered absent, either as an authorized or unauthorized vacation leave, as applicable, unless a medical certificate is presented to avail of sick leave of absence.

### c. Work-From-Home (WFH)

- i. Work From Home arrangement for employees under extreme medical and situational conditions may be allowed only for the following circumstances, subject to the approval of the Head of Functional Office:
  - a. DepEd officials and employees under extreme medical conditions who can physically and mentally perform regular work assignment in his/her permanent or temporary residence upon the recommendation and certification by his/her attending physician:
    1. Those recuperating from illness or sickness such as Osteogenesis Imperfecta, cancer, diabetes mellitus, chronic kidney disease, and other analogous diseases;
    2. Those who suffered from accidents affecting mobility;
    3. Those with high-risk pregnancies.
  - b. DepEd officials and employees residing or are currently located in areas affected by the following situational conditions:
    1. Emergence of a national or local outbreak of a severe infectious disease (i.e. COVID-19 virus);
    2. Calamity-stricken area due to an occurrence of natural or man-made calamities wherein roads are inaccessible and/or the employee is stranded;
    3. Transportation strike.



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# Kagawaran ng Edukasyon

REHIYON V (BIKOL)

## TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

- ii. Requests for WFH arrangement shall be accompanied by the following documents. Failure to submit the necessary documentation may result in the denial of the request, without prejudice to the filing of an appropriate leave application:

Condition	Requirements	Period of WFH
<b>Medical</b>	a. Request letter addressed to the head of office; b. Recommendation of the attending physician to a WFH set-up, supported with medical records of the employee concerned; and c. Medical certification that the employee concerned is fit to work despite of his/her medical condition.	Based on the recommendation of the attending physician.
<b>Situational</b>	a. <u>For items V.3.c.i.b.1 and 2</u> - Declaration of state of calamity <u>For item V.3.c.i.b.3</u> - Announcement of transport strike from reliable resources b. Request letter addressed to the head of office; c. Other supporting documents to verify the extent of the situation of the employee.	Based on the number of days of the declared state of calamity or transport strike. This may be reduced once the situation of the employee concerned improves.

- iii. In cases of sudden declaration of State of National Calamity by the Office of the President or concerned Local Government Unit, **when there is disruption of work such as imposition of lockdown, quarantine**, offices may shift to a Work from Home arrangement, as approved by the Head of Functional Office, unless a declaration of work suspension is issued.
- iv. Officials and employees availing WFH must have adequate and appropriate communication equipment, tools, and connectivity to perform his/her assigned tasks and facilitate coordination, consultation, and administrative processes.
- v. WFH may **only be adopted** as a regular work arrangement through the **combination of FWA** as indicated in Section V.3.d of this issuance.



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Republika ng Pilipinas

## Kagawaran ng Edukasyon

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### TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

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- vi. The fixed work schedule for the WFH arrangement shall be from 8:00 am to 05:00 pm only. DepEd officials and employees shall report their time-in and time-out to their respective Heads of Functional Office or immediate supervisor through the agreed mode of communication to record their actual time log (in and out) and reflect the same in the **Individual Daily Log and Accomplishment Report (IDLAR)** (*Annex D*).
- vii. The IDLAR shall reflect the time logs and actual accomplishments of the employee for the day. No record of time log and accomplishment shall mean that no work/service has been rendered/performed for the day, thus subjecting the personnel to absence.  
  
The time and attendance shall likewise be reflected in the **Daily Time Records (DTRs)** duly approved by the respective Head of Functional Office;
- viii. The Heads of Functional Office or immediate supervisor shall provide the tasks to be performed of the DepEd official or employee concerned to the full extent possible in terms of person-days per workweek.
- ix. DepEd officials and employees under WFH shall make themselves available and accessible during working hours, and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor and co-workers.
- x. DepEd officials and employees under this arrangement shall not be entitled to Compensatory Overtime Credit or Overtime Pay.

#### d. Combination of Flexible Work Arrangements

- i. Offices may adopt a combination of Skeleton Workforce and WFH arrangement as their regular work set-up for DepEd Personnel, as may be applicable. This arrangement shall be limited to one (1) day WFH and four (4) days at Skeleton Workforce or on-site reporting.
- ii. DepEd officials and employees under this arrangement may choose the day of their preferred WFH arrangement between Tuesday to Friday only, subject to the approval of the Heads of Functional Office. Heads of Functional Office shall ensure the equal distribution of employees present on-site per day.



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**PROCEDURES**

1. Upon consultation with his/her respective DepEd Personnel and proper assessment of the needs and mandates of the Office, Heads of functional offices shall prepare the Summary of Personnel Under Flexible Work Arrangement (*Annex B.1 and B.2*). DepEd Personnel shall affix their respective signatures as sign of concurrence to the selected FWA.
2. Heads of Functional Office shall also be responsible for monitoring and ensuring equal distribution of the work arrangements of DepEd personnel, to be submitted to the Head of Office concerned as follows:

Governance Level	Recommending Approval	Approval
School	School Principal	Schools Division Superintendent
Schools Division Office	Assistant Schools Division Superintendent	

3. The approved request of the respective offices shall be submitted to the Personnel Division/section/unit not later than the fourth week of the preceding month for monitoring and recording purposes.
4. Except for Fixed Flexitime, the DepEd Personnel and/or Office may change the assigned FWA on a monthly basis subject to the consent of the DepEd Personnel, as may be applicable, and submission of the approved Request for Change of Flexible Work Arrangement (*Annex C*), if applicable, together with the updated Summary of Personnel under FWA (*Annex B.1/B.2*) to the Personnel Division/Section/Unit, not later than fourth week of the preceding month.

Non-submission of an updated Summary of Personnel under FWA shall denote the status quo of the current work arrangement.



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Enclosure No. 2 to Division Memorandum No. 952 s. 2025

Annex B.1

**Summary of Personnel under Flexible Work Arrangement**  
*(Plantilla)*

Name of Office: \_\_\_\_\_  
 Covered Period: \_\_\_\_\_

No.	NAME OF EMPLOYEE	FLEXIBLE WORK ARRANGEMENT (FWA)								SIGNATURE OF EMPLOYEE
		FLEXITIME				COMBINATION WORK FROM HOME				
		FULL FLEXITIME	FIXED FLEXITIME			Please select preferred WFA day				
07:00 - 04:00	08:00 - 05:00		09:00 - 06:00	TUE	WED	THU	FRI			
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Recommended By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Annex B.2

**Summary of Personnel under Flexible Work Arrangement**  
*(Job Orders / Contract of Service)*

Name of Office: \_\_\_\_\_  
 Covered Period: \_\_\_\_\_

No.	NAME OF EMPLOYEE	FLEXIBLE WORK ARRANGEMENT (FWA)								SIGNATURE OF EMPLOYEE
		FLEXITIME				COMBINATION WORK FROM HOME				
		FULL FLEXITIME	FIXED FLEXITIME			Please select preferred WFA day				
07:00 - 04:00	08:00 - 05:00		09:00 - 06:00	TUE	WED	THU	FRI			
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Recommended By: \_\_\_\_\_

Approved By: \_\_\_\_\_

(Head of Functional Division)

(Head of Office)

Forms may be downloaded through the link <https://tinyurl.com/FWAForms>



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Annex C

**Request for Change of Flexible Work Arrangement**

Date

Name of Head of Office  
Position/Designation  
Name of Office

Sir / Madam:

I, full name of employee, position/designation, assigned in the name of office, would like to request for a change of work arrangement, from \_\_\_\_\_ to \_\_\_\_\_, starting \_\_\_\_\_.

**Justification / Remarks:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your kind consideration and approval of this request.

Very truly yours,

**SIGNATURE OVER PRINTED NAME OF THE EMPLOYEE**

**RECOMMENDED BY:**

**NAME AND SIGNATURE OF THE HEAD OF FUNCTIONAL OFFICE**  
**POSITION / DESIGNATION**  
**DATE:**

**APPROVED BY:**

**NAME AND SIGNATURE OF THE HEAD OF OFFICE**  
**POSITION / DESIGNATION**  
**DATE:**

Form may be downloaded through the link <https://tinyurl.com/FWAForms>



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Annex D

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT  
(WORK FROM HOME)**

**NAME :** JUAN L. DELA CRUZ  
**POSITION :** Administrative Officer II  
**DIVISION :** Personnel Division  
**Bureau/Service:** Bureau of Human Resource and Organizational Development

**Date/s Covered:** January 1-15, 2025

Date and Actual Time logs	Actual Accomplishments
01/06/2025 Time-in: 8:02 AM Time out: 5:30 PM	<ul style="list-style-type: none"><li>• Prepared Minutes of Meeting</li><li>• Attended online Meeting re: "Paper Evaluation of the Office Screening Committee (OSC)"</li><li>• Drafted five (5) correspondences</li><li>• Updated document tracking database</li></ul>
01/07/2025 Time-in: 7:18 AM Time out: 4:18 PM	<ul style="list-style-type: none"><li>• Drafted Memorandum on the Invitation for Regional Consultative Meeting</li><li>• Conducted coordination meeting with Key Bureau offices</li><li>• Finalized Draft Policy for vetting by the Office of the Director</li><li>• Prepared liquidation report</li></ul>

Submitted by:

Attested by:

**JUAN L. DELA CRUZ**  
Administrative Officer II  
Personnel Division

**MA. CORAZON A. SANTOS**  
Chief Administrative Office  
Personnel Division

Form may be downloaded through the link <https://tinyurl.com/FWAFForms>



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