



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

June 25, 2026

No. 247, S. 2026

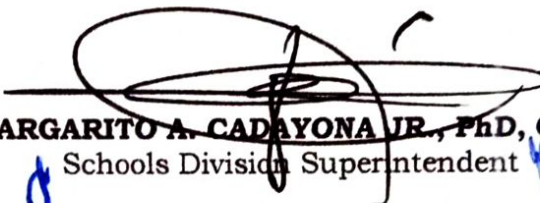
**REITERATION OF POLICY ON GOVERNMENT OFFICE HOURS
AND STRICT PROHIBITION AGAINST HABITUAL TARDINESS AND LOAFING**

TO: Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Heads, Functional Sections and Units
School Heads, Public Elementary and Secondary Schools
Teaching and Non-Teaching Personnel
All Others Concerned

1. This Office strongly reiterates the provisions of Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2017 regarding the strict observance of official government working hours and the prevention of administrative offenses such as habitual tardiness, habitual absenteeism, and loafing from duty.
2. Pursuant to existing civil service laws, all full-time personnel must render a minimum of eight (8) hours of work per day, exclusive of lunch breaks. For the teaching personnel, the official working hours are generally from 7:30 AM to 5:00 PM, except those on split shifts, subject to six (6) hours of actual teaching and two (2) hours of ancillary tasks which when spent outside the school shall be supported with an approved Locator Slip, or approved Certificate of Undertaking, or approved Monthly Plan to be attached to the DTR (per DO 5 s 2024 as clarified and operationalized by DM 53 s 2024). For the related teaching and non-teaching division office and school personnel, the official working hours are generally from 8:00 AM to 5:00 PM, exclusive of lunch breaks – subject to specific deployment or alternative work arrangements in the implementation of Memorandum Circular No. 114, s. 2026 (*Adoption of Energy Conservation Protocol*) and Memorandum Circular No. 06, s. 2022 (*As Amended - Policies on Flexible Work Arrangements (FWA)*).
3. Teaching, related teaching and non-teaching personnel are expected to arrive on time and record their actual attendance via the designated biometric system, logbook, or timekeeping mechanism.
4. As per CSC Rules on Administrative Cases (RACCS), an employee is habitually tardy if he/she is late ten (10) times a month for two (2) consecutive months or two (2) months in a semester. Habitual tardiness is a light offense penalized with **reprimand** for the 1st Offense, **1-30 days suspension** for the 2nd Offense, and **dismissal** for the third offense.
5. Strictly prohibited also is loafing, or unauthorized absence from the assigned workstation. This includes extended **unauthorized breaks, personal errands during working hours, or leaving the premises without an approved pass slip.**

Under CSC regulations, loafing is a grave offense, carrying penalties of **six months and one day to one-year suspension for the first offense, and dismissal for the second.**

6. Functional Division Chiefs, Section/Unit Heads, District Supervisors and School Heads are hereby directed to strictly enforce attendance, require proper documentation (e.g., pass slips), and submit reports on violations to the Division Office.
7. Strict adherence to these policies is mandated to ensure efficiency and professionalism in public service.
8. School and SDO personnel are expected to be provided with a clear copy of this Memorandum by respective Administrative Officers for information, guidance and compliance.


MARGARITO A. CADAYONA JR., PhD, CESO VI
Schools Division Superintendent

