



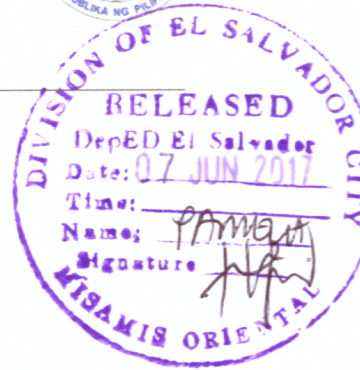
Republic of the Philippines  
Department of Education  
Region X  
**DIVISION OF EL SALVADOR CITY**

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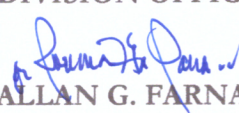


OFFICE MEMORANDUM

No. 147 s, 2017



**To:** DIVISION OFFICE PERSONNEL

**From:**   
ALLAN G. FARNAZO, CESO IV  
Regional Director IV, Concurrent SDS

**Subject:** Reiteration of the Policy on Government Hours and the Administrative Offenses of Loafing from Duty during Regular Office Hours

**Date:** May 31, 2017

1. All employees are reminded that logging in and logging out from the office shall be made by imprinting one's fingerprint in the Biometrics machine, recording the time of log in/out and affixing the signature in the logbook/attendance sheet provided.
2. Currently, employees are allowed to log in five (5) minutes after logging out during lunch breaks. This is with assumption that the employee is staying at the Division Office Building thereafter. Effective immediately, employees may only log in upon return to office or resumption to work after taking lunch break. Hence, should an employee leave the office premises (his/her station), logging out from work must be duly recorded. Only in the following instances shall the employee be exempted from logging in and out via the Biometrics machine:
  - a. On Leave of Absence/Compensatory Time-Qff
  - b. Issued a Travel Order to attend an Activity/ Address a concern outside the Office premises- Travel Orders shall be duly recorded in the Log Book at the Admin Office so a control number may be assigned, as required by COA
  - c. If the employee has filed a Pass Slip duly approved by his/her Immediate Supervisor

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3. The following shall be responsible in the strict implementation of the aforementioned:

RESPONSIBILITY/ASSIGNMENT	PERSON IN-CHARGE
Provision of Logbook for Attendance, Pass Slips and Travel Orders	Front-liners (Ms. Glenda J. Balamad and/or Ms. Pamela Rikka M. Pates)
Recording of log-in and log-out time	Concerned employee
Filing and recording of Travel Orders	Admin Office c/o Eulita M. Castillo
Approval of Travel Orders	Jeffrey M. Martinez
Initial Approval of Pass Slips	Unit Heads/Immediate Supervisors
Approval of Pass Slips	Jeffrey M. Martinez
Recording of employees leaving their respective station	Unit Heads/Immediate Supervisors
Accurate recording of employees going in and out the office premises	Security Guards
Checking of the accurateness and completeness of the Security Guards' record book	Jeffrey M. Martinez

4. All are reminded that frequent unauthorized absences from duty during regular office hours is considered as **loafing** per Civil Service Commission Rules. The word frequent connotes that the employees absent themselves from duty more than once. Consequently, Section 46 (B) (5), Revised Rules on Administrative Cases in the Civil Service (RRACCS) provides that Loafing from Duty during Regular Office Hours is a grave offense punishable as follows:
- First Offense- suspension from work of six (6) months and one (1) year
  - Second Offense- dismissal from service
5. For information, guidance and strict compliance.

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