



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

23 June 2020

DIVISION MEMORANDUM
No. 107, s. 2020

OFFICIAL TIME OF SCHOOLS WHILE CLASSES HAVE NOT YET STARTED

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This Office hereby informs the field of the following schedules the schools may opt to adopt while classes have not yet started.
 - a. Official time is 8AM – 5PM, exclusive of lunch break
 - b. Existing official time of schools (e.g. 7:15 AM - 4:15 PM)
2. Schools, after agreement between its employees, must submit to the Division Office the schedule to be adopted by the school. All employees within the school must observe the agreed official time implemented in the school.
3. All are also reminded to observe the minimum public health standards including physical distancing protocols, at all times.
4. For information, guidance and compliance.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

ATTENDANCE EMPLOYEE WORK HOURS

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsavador.city@deped.gov.ph