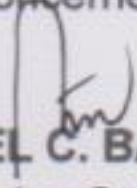




MEMORANDUM

TO : District Supervisors
Elementary and Secondary School Principals, Head Teachers,
Teachers-In-Charge, Officers-In-Charge
School Non-Teaching Personnel
All Others Concerned

FROM :  DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent ✓

SUBJECT : **WORKING HOURS FOR SCHOOL EMPLOYEES DURING
SUMMER VACATION**

DATE : April 10, 2018

Under Section 1, Rule XVII of the Omnibus Rules Implementing Book V of the Administrative Code of 1987, heads of department or agencies are mandated to require all officers and employees under him to strictly observe the prescribed government office hours.

Likewise, Section 5, Rule XVII of the same Omnibus Rules stipulates that:

"Officers and employees of all departments and agencies, except those covered by special laws, shall render not less than eight (8) hours of work a day for five days a week or a total of forty (40) hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight o'clock in the morning to twelve o'clock noon and from one o'clock to five o'clock in the afternoon on all days except Saturdays, Sundays and Holidays." (underlining ours)

The foregoing provisions of law lay the ground rules on government officer hours. It mandates an eight-hour daily work schedule, or a total of forty hours a week, for all government employees, exclusive of the lunch break.

In this regard, all are hereby reminded that **except classroom teachers who are covered by a special law**, all other national employees in the schools **are to report to their stations** for the whole duration of summer vacation, except further when with valid reason and/or filing of required leave application.

School employees who will fail to comply with the abovementioned mandate shall be administratively liable for *violation of Existing Civil Service Law and Rules pertaining to government office hours*.

For your information and strict compliance.