



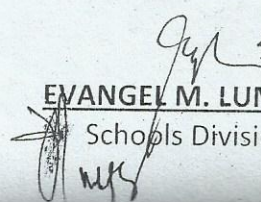
Republic of the Philippines
Department of Education
Central Visayas, Region VII
Province of Bohol
DIVISION OF CITY SCHOOLS
Tagbilaran City



MEMORANDUM

TO : All Division Personnel
FROM : EVANGEL M. LUMINARIAS, Ph. D. CESO V
Schools Division Superintendent
SUBJECT : REVISION OF OFFICE POLICIES
Date : August 4, 2015

1. In addendum to the Division Memo issued last July 16, 2015 re: Office Policy, revisions are made regarding the issuance and approval of pass slips, and the filing of Form 6; which are restated below in letters "C" and "D". This Office shall adopt the following Policies:
 - a. All Division Personnel are expected to strictly observe the time to log in and log out in the log sheet as reflected in the following schedule; otherwise they shall be considered late: Morning IN (8 AM), Morning OUT (12 NN), Afternoon IN (1 PM), Afternoon OUT (5 PM).
 - b. All coming Visitors must also log in and log out. Indicate the purpose and contact person to visit.
 - c. **A pass slip must be filled out and presented before going out for an Official Business and/or personal purpose. It should be issued in the Office of the Division Chief. Have it signed and approved by the Division/ Section Head, or the OIC designated by the Head. Likewise, Section Heads' slips will be approved by their Division Heads, and the Division Heads' slips will be approved by the ASDS. For personal reasons, 30 minutes shall be allowed daily; beyond, it shall be considered undertime.**
 - d. **Personal and planned leaves shall be filed 5 days prior to the effective date, excluding sick leaves. Form 6 must be recommended and signed by the Division/ Section Head as the Immediate Supervisor, then with the consent and approval of the SDS. Likewise, sick leaves should be supported with a Medical Certificate if it deemed necessary.**
 - e. Wearing of prescribed uniform is strictly observed as stipulated in the existing DepEd rules and regulations.
 - f. Wearing of Division ID within the Division premises should be strictly observed from Mondays to Fridays.
 - g. Attendance during the Flag Raising Ceremony every Monday at 8 AM and Flag Retreat every Friday at 4:45 PM should be strictly observed.
 - h. Health and Wellness program is scheduled every Tuesday and Thursday at 4-5 PM. Attendance is a must, through the HRD.
 - i. All reports and other documents for submission shall be marked "RECEIVED" by Mr. Eubert Karaan.
 - j. At exactly 5 PM, all lights must be switched off, computers and other facilities must be unplugged. Guard-on-duty shall check all lighting facilities, computers and other equipment after office hours, in case left on.
 - k. Office is closed during holidays, Saturdays and Sundays. Special permission should be secured before the Guard-on-duty allows entry to the office. Kindly indicate the reason/s for and time in entering on such days.
 - l. Vendors are prohibited to transact business within the Division premises.
2. For information dissemination and compliance.


EVANGEL M. LUMINARIAS, Ph.D. CESO V
Schools Division Superintendent