



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
MLA-2023- 063

TO : **DIVISION OFFICE (DO) PERSONNEL**

FROM : *For: Jhu Anil A. Sagun o/c 4/14/23*
WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

SUBJECT : **OFFICIAL WORKING HOURS OF DEPED TAGBILARAN DIVISION
OFFICE PERSONNEL**

DATE : **APRIL 11, 2023**

1. As an austerity measure to increase efficiency in the government resources, this Office hereby informs that effective **April 17, 2023**, the official working hours of the Division Office Personnel shall be from **8:00 o'clock in the morning to 12:00 noon and 1:00 to 5:00 o'clock in the afternoon**.
2. Heads of divisions and sections who render frontline services shall ensure that all clients who are within their premises prior to the end of official working hours are attended to and served even during lunch break and after regular working hours, pursuant to the provisions of Republic Act No. 9485, or the Anti-Red Tape Act of 2007, and its implementing rules and regulations.
3. Attendance of employees in the flag raising ceremony every Monday is strictly enjoined pursuant to the provisions of Republic Act No. 8491, or the Flag and Heraldic Code of the Philippines.
4. For your information, guidance, and compliance.

WDB/ADMIN/atm



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