



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

May 26, 2025

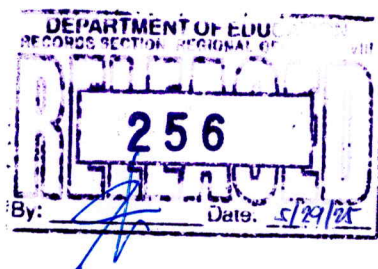
**OFFICE MEMORANDUM**

AD-2025- **256**

**CORRIGENDUM TO OFFICE MEMORANDUM AD-2025-194  
(ADOPTION OF FLEXIBLE WORKING HOURS IN  
THE DEPARTMENT OF EDUCATION  
REGIONAL OFFICE VIII)**

To: RO Functional Division Chiefs  
All Others Concerned

1. With reference to Office Memorandum AD-2025-194 dated April 14, 2025 "Adoption of Flexible Working Hours in the Department of Education Regional Office VIII," all Chiefs of Functional Divisions are hereby advised to adopt the regular working hours from **8:00a.m. to 5:00p.m.** effective **June 1, 2025.**
2. All other provisions of the said memorandum are still in effect.
3. Immediate dissemination of and strict compliance with this Memorandum are directed.



  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

AD-PS-EDR



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 14, 2025

**OFFICE MEMORANDUM**

AD-2025- 194

**ADOPTION OF FLEXIBLE WORKING HOURS IN THE DEPARTMENT  
OF EDUCATION REGIONAL OFFICE VIII**

To: DepED Regional Office VIII Regular Employees  
Contract of Service employees  
All Others Concerned

1. In consonance with Civil Service Memorandum Circular No. 06, s. 2022 or the Policies on Flexible Work Arrangements in the Government, as amended by CSC MC No. 01, s. 2025, Commission on Audit-Department of Budget and Management Joint Circular No. 1, s. 2022 or the Policies on the Adoption of Flexible Work Arrangement for Contract of Service and Job Order Workers in Government and DepEd Order No. 004, s. 2025, this Office shall adopt the **full-flexible working hours** with some modification, effective **May 2, 2025**.

2. To ensure attendance to flag-raising ceremony every Monday, as required of all government offices and educational institutions per RA No. 8491 and CSC MC No. 19, s. 2012, the full-flexible working hours shall be modified as follows:

Day	Official Time-in (Morning)	Official Time-out (Afternoon)
Monday	<b>8:00am</b>	<b>5:00pm</b>
Tuesday	7:30am-8:30am	4:30pm-5:30pm
Wednesday	7:30am-8:30am	4:30pm-5:30pm
Thursday	7:30am-8:30am	4:30pm-5:30pm
Friday	7:30am-8:30am	4:30pm-5:30pm

3. Under full-flexible working hour, an employee shall report for work at any time between 7:30am to 8:30am and shall complete the required eight (8) working hours per day. An employee who reports for work past 8:30 a.m. shall be considered tardy while those who arrive between 7:30 a.m. to 8:30 a.m. but fail to complete the required eight (8)-hour workday shall be considered undertime. All instances of tardiness and undertime shall be subject to existing Civil Service rules and regulations.

4. A regular working hour from 8:00 a.m. to 5:00 p.m. shall be implemented during Mondays for the flag ceremony. A personnel who arrives past 8:00 a.m. shall be considered tardy.

5. With the adoption of flexible work schedules, Division Chiefs/Unit Heads/Section Managers shall ensure uninterrupted service delivery in their respective areas during core working hours from **8:00 a.m. to 5:00 p.m., including lunch periods.**
6. Immediate dissemination of and strict compliance with this Memorandum are directed.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

AD-PS-EDR

