



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **335**, s. 2026

26 MAY 2026

**STRICT IMPLEMENTATION OF THE POLICIES ON GOVERNMENT OFFICE
HOURS AND THE USE OF RECORD ATTENDANCE**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Unit Heads/Section Chiefs
All Others Concerned

1. Attached herewith is the Regional Memorandum No. 634, s. 2026 entitled, "*Strict Implementation of the Policies on Government Office Hours and the Use of Record Attendance*," issued by the DepEd Regional Office I, for information, guidance, and strict compliance of all concerned.
2. The memorandum reiterates the importance of strict observance of prescribed government office hours, punctuality, proper accomplishment of Daily Time Records (DTRs), and regular attendance in the performance of official duties.
3. All personnel are reminded to comply with existing laws, rules, and regulations governing attendance and office hours. Unauthorized absences, extended lunch breaks, and engagement in non-work-related activities during official working hours are strictly prohibited.
4. Immediate supervisors are directed to closely monitor and validate the attendance records of personnel under their supervision and ensure that all entries are complete, accurate, and supported by necessary documents, whenever applicable.
5. The following supporting documents shall be required in specific situations:

SITUATION	REQUIRED SUPPORTING DOCUMENTS
On Official Travel	Locator Slip/Authority to Travel/Memorandum and Certificate of Attendance/Appearance
Biometric/Device Malfunction, Power Interruption, or System Downtime	Photocopy of Manual Logbook and/or other means of verification (e.g., CCTV-captured image with date and time stamp)
Authorized Absence	Approved Application for Leave (Civil Service Form No. 6)



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Work-From-Home
Arrangement

Individual Daily Log and Accomplishment Report
(IDLAR)

6. All concerned are likewise reminded that falsification or irregularities in the keeping of time records may render the personnel concerned administratively liable pursuant to existing Civil Service and other applicable DepEd policies.
7. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

ANSELMO R. ALUDINO
Schools Division Superintendent

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Encl.: As Stated
Reference: Regional Memorandum No. 634, s. 2026
To be included in the Perpetual Index
Under the following subject:

RECORD ATTENDANCE
EMPLOYEES

By the Authority of the SDS:


ARNEL S. BANDIOLA
Assistant Schools Division Superintendent

26008/ OSDS ADMIN JPM/ Policies on Government Office Hours and the Use of Record Attendance
2607399/ May 26, 2026

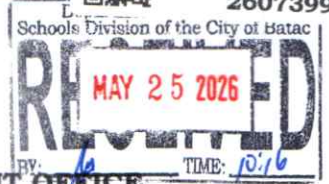


Republic of the Philippines
Department of Education
 REGION I



SDCB RECORDS UNIT

2607399



REGIONAL MEMORANDUM

No. 634 s. 2026

STRICT IMPLEMENTATION OF THE POLICIES ON GOVERNMENT OFFICE HOURS AND THE USE OF RECORD ATTENDANCE

To: Assistant Regional Director
 Schools Division Superintendent
 DepEd ROI Chiefs
 All Others Concerned

1. The Constitution mandates that public officers and employees shall, at all times, be accountable to the people and serve them with utmost responsibility, integrity, loyalty, efficiency, patriotism, and modesty. Integral to this accountability is the strict observance of prescribed government office hours during the official working day.
2. In line with this, all officials and employees are hereby reminded to strictly observe and comply with existing laws, rules, and policies governing office hours and attendance. Moreover, all personnel are required to faithfully accomplish their Daily Time Records (DTRs), observe punctuality, and maintain regular attendance in the performance of their official duties.
3. In addition, all personnel are prohibited from taking extended lunch breaks and engaging in unauthorized or non-work-related activities outside the office during official working hours.
4. Corollary thereto, immediate supervisors shall undertake the initial monitoring and validation of the attendance records of personnel under their supervision. They shall ensure that all entries are complete, accurate, and supported by the necessary documents, whenever applicable, prior to submission. The following are the minimum required supporting documents, without prejudice to the submission of other relevant documents for verification purposes:

SITUATION	REQUIRED SUPPORTING DOCUMENTS
On Official Travel	Locator Slip/Authority to Travel/Memorandum; and Certificate of Attendance/Appearance
Biometric/Device Malfunction, or Power Interruption, or System Downtime	Photocopy of Manual Logbook and/or other means of verification (e.g., CCTV-captured image with date and time stamp)



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Authorized Absence	Approved Application for Leave (Civil Service Form No. 6)
Work-From-Home Arrangement	Individual Daily Log and Accomplishment Report (IDLAR)

5. Furthermore, Section 4, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292 on Government Office Hours provides falsification or irregularities in the keeping of time records will render the guilty officer or employee administratively liable without prejudice to criminal prosecution and the circumstance warrant.

6. Similarly, Section 46(b), Chapter 7, Subtitle A, Title I, Book V of Executive Order No. 292 identifies neglect of duty, inefficiency in the performance of official duties, loafing, frequent unauthorized absences during regular office hours, and conduct prejudicial to the best interest of the service as grounds for disciplinary action.

7. In this connection, Schools Division Superintendents are hereby directed to closely monitor compliance with the foregoing policies within their respective jurisdictions and to impose the appropriate sanctions and penalties in case of violations, in accordance with existing Civil Service Commission rules and regulations and other applicable DepEd policies.

8. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.



ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Encl. and Ref: as stated.
To be indicated in the Perpetual Index
Under the following subjects:

ATTENDANCE

EMPLOYEES

ADMIN/RJLC/gnn/LGABAYA/RM_GOVERNMENTHOURS
May 19, 2026

