



2605-1628

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

01 JUN 2026

DIVISION MEMORANDUM  
No. 401, s. 2026

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

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Unit Heads and Section Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Regional Memorandum No. 634 s. 2026 of DepEd Region 1 reminds strict observance and compliance with existing laws, rules, and policies governing office hours and attendance. All personnel are reminded to **faithfully accomplish their Daily Time Records (DTRs), observe punctuality, and maintain regular attendance** in the performance of their office duties.
2. 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.
3. Immediate supervisors shall take undertake initial monitoring and validation of attendance of personnel under their supervision. The following are the minimum required supporting documents, without prejudice to the submission of other relevant documents for verification:

SITUATION	REQUIRED SUPPORTING DOCUMENTS
On Official Travel	Locator Slip or Authority to Travel/Memorandum; <b>and</b> Certificate of Attendance/Appearance.
Biometric Malfunction or Power Interruption or <u>System Downtime</u>	Photocopy of Logbooks and/or other means of verifications (CCTV image with date stamp)
Authorized Absence	Approved Application for Leave (CS Form 6)
Work from Home Arrangement	Individual Daily Log and Accomplishment Report

4. Violations on existing rules and policies shall be dealt with accordingly.
5. Immediate dissemination of and strict compliance with this issuance are hereby directed.

for:   
**VILMA D. EDA, CESO V**  
Schools Division Superintendent



📍 Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
☎ (077) 722-20-23 / (077) 632-05-33  
✉ vigan.city@deped.gov.ph  
🌐 www.depedviganacity.com

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
01 JUN 2026  
**RELEASED**  
BY: 



Republic of the Philippines  
**Department of Education**  
 REGION I



2005-1638 E 894

**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, Interruption, or Downtime	Photocopy of Manual Logbook and/or other means of verification (e.g., CCTV-captured image with date and time stamp)



Flores St., Catbangen, City of San Fernando, La Union  
 Telephone Nos.: (072) 607-8137/682-2324  
 DepEd Region I | region1@deped.gov.ph  
 www.depedregion1.com

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 2



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



Flores St., Catbangan, City of San Fernando, La Union  
 Telephone Nos.: (072) 607-8137/682-2324  
 DepEd Region I region1@deped.gov.ph  
 www.depedregion1.com

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	2 of 2

