



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

Office of the Schools Division Superintendent

20 JUL 2026

DIVISION MEMORANDUM

No. 57, s. 2026

**REITERATION OF THE MANDATORY ONE-HOUR NOON BREAK POLICY AND
 STRENGTHENED IMPLEMENTATION OF THE "NO NOON BREAK" FRONTLINE
 SERVICE DELIVERY**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors (CID & SGOD)
 Unit and Section Heads
 Public School Heads
 All Teaching and Non-Teaching Personnel

1. In the interest of public service, promoting employee health and welfare, and ensuring strict compliance with existing civil service regulations, this Office hereby reiterates the policy on the mandatory **one (1) hour noon break** for all teaching and non-teaching personnel, alongside the concurrent implementation of the **"No Noon Break" policy** for frontline service delivery.
2. This directive is anchored on the following legal bases:
 - **Section 5, Rule XVII of the Omnibus Rules Implementing Book V of Executive Order No. 292** (otherwise known as the Administrative Code of 1987), which states:
*"All government officials and employees are required to render eight working hours a day for five days a week, a total of 40 hours a week **excluding time for lunch**. The normal working hours shall be from 8:00 AM to 12:00 NN, and 1:00 PM to 5:00 PM."*
 - **Republic Act No. 11032** (The Ease of Doing Business and Efficient Government Service Delivery Act of 2018), which mandates that offices providing frontline services must manage personnel shifts to ensure that **continuous, uninterrupted service is provided to the public even during the 12:00 NN to 1:00 PM lunch hour** (the "No Noon Break" rule).
 - **DepEd Order No. 23, s. 2018** (Implementation of the Flexible Working Hours for Non-Teaching Personnel) and related local regional policies, which authorize flexible schedules but explicitly state that **working hours are exclusive of the daily 1-hour lunch break**.
3. In accordance with the Magna Carta for Public School Teachers (R.A. 4670) and DepEd Memorandum No. 291, s. 2008, public school teachers are required to render six (6) hours of actual classroom teaching and two (2) hours of teaching-related duties. The scheduled one-hour midday break





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

(normally 12:00 NN to 1:00 PM) is **strictly a rest period**. It must not be counted as part of the six (6) hours of actual teaching or the two (2) hours of ancillary duties.

4. School heads shall ensure that teachers are not assigned supervisory duties (such as formal classroom monitoring, mandatory remedial sessions, or administrative meetings) during this protected one-hour break.
5. However, in the strict exigency of service, school heads may request teachers to exceed the standard six (6) hours of actual classroom teaching load or perform additional duties that cross into their personal or break times. In such highly exceptional cases, any teaching load or ancillary service rendered beyond the prescribed limits shall be properly documented and compensated through **Teaching Overtime Pay or Vacation Service Credits**, in strict compliance under DO 005, s. 2024.
6. All non-teaching personnel in the Schools Division Offices (SDO) and school-based administrative units must consume their full one (1) hour lunch break. Working through lunch is not allowed to be compensated as "undertime offset" at the end of the day.
7. While employees are legally entitled to their 1-hour lunch break, **offices must never be closed or left unattended during the noon hour**. Section Heads, Unit Chiefs, and School Principals are directed to implement **staggered lunch schedules**. A skeletal force must always be stationed to accommodate clients during the 12:00 NN to 1:00 PM window.
8. All School Heads, Unit Chiefs, and Section Heads are tasked with the direct monitoring of their respective staffs' compliance. Strict adherence to logging daily time records reflecting the actual lunch hour must be enforced.
9. Immediate dissemination of and strict compliance with this Memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent

