

May 15, 2025

Division Memorandum
No. 225, s. 2025

ADOPTION OF DEPED ORDER NO. 004, SERIES OF 2025

- To: Assistant Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V
Public Schools District Supervisors
School Heads
All Others Concerned
- Relative to D.O. 004 s. 2025 on the *Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education*, this Division issues this memorandum to adopt the provisions of the same;
 - All non-teaching and related-teaching officials and employees within this Division are granted the privilege to adopt this **Flexible Work Arrangements (FWA)**, provided that the weekly working hours shall not be reduced to 40 hours per week, exclusive of time for lunch:
 - Flexitime (either Full Flexitime or Fixed Flexitime)
 - Skeleton Workforce**
 - Work-From-Home**
 - Combination of Flexible Work Arrangements

***These work arrangements may only be availed of when full staffing is not possible during emergency cases; and for employees under extreme medical and situational conditions.*
 - DepEd personnel under any FWA are required to attend the flag raising ceremony at exactly 8:00a.m. of every Monday as provided in Republic Act No. 8491;
 - DepEd officials and employees may apply to any FWA through their respective Heads of functional offices, who will prepare a **Summary of Personnel Under Flexible Work Arrangement¹**, which will then be submitted to the Head of Office for approval, as follows:
- | Governance Level | Recommending Approval | Approval |
|-------------------------|---|---------------------------------|
| School | School Principal | Schools Division Superintendent |
| Schools Division Office | Assistant Schools Division Superintendent | |
- The approved request of the respective offices shall be submitted to the Personnel Section of this Division not later than the fourth week of the preceding month for monitoring and recording purposes;
 - Immediate heads are mandated to:
 - Ensure the compliance of all conditions set forth under D.O. 004 s. 2025;

¹ Annex B.1 and B.2 of DepEd Order No. 004, s. 2025



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

- b. Ensure that there are available personnel during normal working hours between 8:00-5:00p.m. to cater clientele of the schools/office;
 - c. Ensure equal distribution of the work arrangements of DepEd personnel; and
 - d. Ensure that the lunch break time of 60 minutes (or 1 hour) for all employees should not be reduced and should be excluded from the counting of the daily 8 working hours.
7. Further, those who fail to observe the eight-hour workday through consistent tardiness, undertime, and loafing from duty during office hours may be administratively charged and penalized with suspension or dismissal from service under civil service law, rules, regulations, and D.O. 4, s. 2006;
8. This issuance shall take effect immediately after its publication;
9. For your information, guidance, and dissemination.

VIRGILIO P. BATAN JR., CESO V.
Schools Division Superintendent *yg*

Encl.: As stated.

Reference: DepEd Order No. 004, s. 2025

To be indicated in the perpetual index under the following subjects:

GUIDELINES

POLICY

WORK ARRANGEMENT

OSDS-Legal-Memorandum-2025-No.1
CJSP-2025-05-16