



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



20 Apr 2025

DIVISION MEMORANDUM

No. 137, s. 2025

ON-SITE REPORTING OF ALL NON-TEACHING PERSONNEL IN THE SCHOOLS
DIVISION OFFICE INCLUDING SCHOOL HEADS AND SCHOOL-BASED NON-
TEACHING STAFF

To: Chief ES, CID
Chief ES, SGOD
Unit Heads
Heads of Public Elementary and Secondary Schools

1. In reference to the Department of Education Order No. 009, s. 2025, which officially marks the start of the school vacation for all teaching personnel and students, **all non-teaching personnel under the Schools Division Office including school heads and school-based non-teaching staff are hereby directed to report for on-site duty in the office** in accordance with the existing work arrangements.
2. This directive is issued to ensure the continued delivery of administrative and operational services during the school break period. All concerned personnel are expected to observe official working hours and perform their duties accordingly.
3. Furthermore, in accordance with DepEd Order No. 004, s. 2025 on Flexible Work Arrangements (FWA), all heads of office including school heads **must ensure continuous delivery of services in their respective offices during core working hours, from 8:00 a.m. to 5:00 p.m., including lunch breaks**. All DepEd personnel under any FWA are also **required to attend the Monday flag-raising ceremony at exactly 8:00 a.m.**, in compliance with Republic Act No. 8491 (Flag and Heraldic Code of the Philippines).
4. Immediate and strict compliance with this memorandum is expected.

Engr. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent *ch*

References: DO No, 009, s.2025
DO No, 004, s.2025

To be indicated in the Perpetual Index
Under the following subjects:

FLEXIBLE WORK ARRANGEMENTS SCHOOLS
OFFICE GUIDELINES

