



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

**Office of the Schools Division
 Superintendent**

Biometric/Device Malfunction, Power Interruption, or System Downtime	Photocopy of Manual Logbook and/or other means of verification (e.g., CCTV-capture image with date and time stamp)
Authorize Absence	Approved Application for Leave (Civil Service Form No. 6)
Work-From-Home Arrangement	Individual Daily Log and Accomplishment Report (IDLAR)

5. Under 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 of employee administratively liable without prejudice to criminal prosecution and the circumstance warrant.

6. Similarly, Section 46 (b), Chapter 7, Subtitle A, Title 1, Book V of Executive Order No. 292 identifies neglect of duties, inefficiency in the performance of official duties, loafing, frequent unauthorized absences during regular office hours, and conduct judicial to the best interest of the service as grounds for disciplinary action.

7. In this connection, Schools Division Superintendents are directed to closely monitor compliance with the foregoing policies within their respective jurisdiction/s and to impose the appropriate sanctions and penalties in case of violation, 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 desired.

MARCIANO U. SORIANO JR. PhD, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



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