



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

March 28, 2025

DIVISION MEMORANDUM
No. 247, s. 2025

**GUIDELINES IN THE ADOPTION OF FLEXIBLE WORK ARRANGEMENTS (FWA)
IN THE DEPED SCHOOLS DIVISION OF PAMPANGA**

To: Assistant Schools Division Superintendents
Division Chiefs
Division Unit Heads
Public Schools District Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
Others Concerned

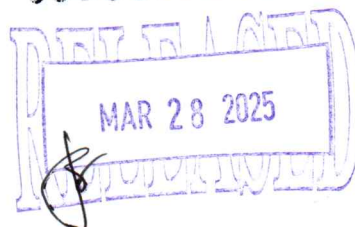
1. This Memorandum is issued to disseminate the guidelines on the adoption of Flexible Work Arrangements (FWA) in the Schools Division of Pampanga as embodied in **DepEd Order No. 004, s.2025** titled **Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education**, to ensure that all personnel are informed of the policy changes and are aligned with the procedures for the implementation of FWAs. This policy aims to promote work-life balance while maintaining productivity and the quality of service.
2. Attached are the sets of guidelines for information and guidance.
3. Wide dissemination of this Memorandum is earnestly desired.


ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

Encl.: As stated.

AOAS/03-026-25

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**GUIDELINES IN THE ADOPTION OF FLEXIBLE WORK ARRANGEMENTS (FWA)
IN THE SCHOOLS DIVISION OF PAMPANGA**

I. Purpose

DepEd Order No. 004, s. 2025, titled “Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education,” outlines the policies and procedures for implementing flexible work arrangements within the Department of Education in response to challenges such as the COVID-19 pandemic and ongoing traffic issues. It establishes guidelines for various work arrangements, such as Flexitime, Work-From-Home, Combination of Flexible Work Arrangements, and Skeleton Workforce arrangements, aimed at ensuring employee health and safety while maintaining the continuity of public service.

II. Background

In line with the continuing efforts to improve the work environment and address the evolving needs of the Department's workforce, DepEd Order No. 004, s. 2025 has been issued, which provides guidelines for the adoption and implementation of Flexible Work Arrangements (FWA) within the Department. These guidelines are intended to provide alternatives to traditional work schedules to enhance employee efficiency and morale while ensuring that the services and operations of DepEd remain unhampered.

III. Scope

The guidelines specified herein shall apply to all non-teaching and related-teaching officials and employees, as well as Contract of Service (CoS) and Job Order (JO) Personnel under the Department of Education, Division Office of Pampanga, and Schools under its jurisdiction.

Teaching personnel shall adhere to the class schedule and arrangement adopted at the start of the classes, consistent with the Learning and Service Continuity Plan as part of the School Improvement Plan (SIP).

IV. Guidelines for the Adoption of Flexible Work Arrangement

The guidelines emphasize the importance of adapting work schedules to meet both organizational needs and individual circumstances. Additionally, it provides procedures for approval and monitoring of these arrangements, ensuring that all personnel adhere to the required work hours and responsibilities.

A. Eligible Employees



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Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph



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All regular and contractual employees are eligible to apply for FWA, subject to specific criteria for their position and operational requirements. Special consideration will be given to employees with disabilities or those with health concerns.

B. Types of Flexible Work Arrangements

1) Flexitime:

DepEd Personnel under the Flexitime work arrangement shall be required to report for work for five (5) days a week from Monday to Friday, equivalent to forty (40) hours a week, exclusive of time for lunch, starting not earlier than 7:00 am and ending not later than 6:00 pm and shall ensure that the **public is assured of their frontline services from 8:00 am to 5:00 pm**, including lunch break.

- **Full Flexitime**

- ✓ Allows employees to start their workday anytime **between 7:00 am and 9:00 am and to end between 4:00 pm and 6:00 pm**, provided they complete the required eight-hour workday.
- ✓ Officials or employees who report for work past 9:00 am shall be considered **tardy**, while those who arrive between 7:00 am to 9:00 am but fail to complete the required eight (8)-hour workday shall be considered to have been **undertime**.
- ✓ Full flexitime shall be limited to 7:00 am to 8:00 am only during flag ceremony days. All personnel who **arrive past 8:00 am during flag ceremony** days shall be considered tardy.

- **Fixed Flexitime**

- ✓ Fixed Flexitime schedule shall choose from the following fixed work schedules subject to the approval of the head of their immediate superior:

Work Schedule	Lunch Break
7:00 am to 4:00 pm	11:00 am to 12:00 nn
8:00 am to 5:00 pm	12:00 nn to 01:00 pm
9:00 am to 6:00 pm	1:00 pm to 02:00 pm

- ✓ There shall be a continuous provision of services in their respective offices from 7:00 am to 6:00 pm.
- ✓ This work schedule is fixed and **may only change after six (6) months**. Requests for changes must be submitted in writing at least thirty (30) days in advance and require approval from the Head of the Functional Office.



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requirement of eight (8) work hours, any minutes of tardiness may be compensated by extending the workday by an equivalent amount beyond the designated departure time.

2) Skeleton Workforce

A minimal number of personnel is required to be physically present in the office to ensure service continuity when full staffing isn't possible.

- ✓ The Heads of the Functional Office shall determine the skeleton workforce based on the considerations and parameters provided in Section v.l.c of DO No. 004, s. 2025.
- ✓ Personnel assigned as a skeleton workforce shall comply with the normal working hours of not less than eight (8) hours a day, exclusive of time for lunch.
- ✓ DepEd Personnel who fail to report to the office on site on their assigned working days shall be considered absent, either as an authorized or unauthorized vacation leave, as applicable, unless a medical certificate is presented to avail of sick leave of absence.

3) Work-From-Home (WFH)

- ✓ Employees under extreme medical and situational conditions may be allowed only for the following circumstances, subject to the approval of the Head of Functional Office:
 - a. DepEd officials and **employees under extreme medical conditions** who can physically and mentally perform regular work assignments in his/her permanent or temporary residence upon the recommendation and certification by his/her attending physician:
 1. Those recuperating from illness or sickness such as Osteogenesis Imperfecta, cancer, diabetes mellitus, chronic kidney disease, and other analogous diseases;
 2. Those who suffered from accidents affecting mobility;
 3. Those with high-risk pregnancies.
 - b. DepEd officials and employees **residing or currently located in areas affected by the following situational conditions**:
 1. Emergence of a national or local outbreak of a severe infectious disease (i.e., COVID-19 virus);
 2. Calamity-stricken area due to an occurrence of natural or man-made calamities wherein roads



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are inaccessible and/or the employee is stranded;

3. Transportation strike.

- ✓ WFH may only be adopted as a regular work arrangement through the **combination of FWA** as indicated in Section V.3.d of DO No. 004, s. 2025.
- ✓ WFH arrangement shall be from **8:00 am to 05:00 pm only**.
- ✓ Actual time log (in and out) should be recorded through the agreed mode of communication between the employee and immediate superior and reflected in the Individual Daily Log and Accomplishment Report (IDLAR) (Annex D of DO No. 004, s. 2025)
- ✓ The IDLAR shall reflect the time logs and actual accomplishments of the employee for the day. No record of a time log and accomplishment shall mean that no work or service has been rendered or performed for the day, thus subjecting the personnel to absence.
- ✓ The time and attendance shall likewise be reflected in the **Daily Time Records (DTRs)** duly approved by the respective Head of Functional Office
- ✓ Officials and employees under this arrangement shall not be entitled to **Compensatory Overtime Credit or Overtime Pay**.

4) **Combination of Flexible Work Arrangements**

- ✓ Combination of Skeleton Workforce and WFH
- ✓ Shall be limited to one (1) day WFH and four (4) days at Skeleton Workforce or on-site reporting.
- ✓ May choose the day of their preferred WFH arrangement between Tuesday to Friday only
- ✓ Heads of Functional Office shall ensure the equal distribution of employees present on-site per day.
- ✓ Employees shall submit their accomplished IDLAR for days under the WFH setup.

C. **Approval Process**

1. Upon consultation with his/her respective employees and proper assessment of the needs and mandates of the Office, Heads of functional offices shall prepare the Summary of Personnel Under Flexible Work Arrangement (Annex B.1 and B.2). Employees shall affix their respective signatures as sign of concurrence to the selected FWA.



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2. Heads of Functional Office shall also be responsible for monitoring and ensuring equal distribution of the work arrangements of DepEd personnel, to be submitted to the Head of Office concerned as follows:

GOVERNANCE LEVEL	RECOMMENDING APPROVAL	APPROVAL
School	School Head	Schools Division Superintendent
Division Office	Assistant Schools Division Superintendent	

Steps	Person In-Charge	Requirement/s	Remarks
1. Conduct consultations with relevant personnel and assess the needs and mandates of the Office.	Head of Functional Unit	a. Minutes of the Meeting (MOM)/Agreements b. Summary of Personnel Under Flexible Work Arrangement (Annex B.1 and or B.2 of DO No. 004, s.2025)	✓ The MOM/Agreements shall be kept on file at the school for recording purposes. ✓ DepEd Personnel shall affix their respective signatures as a sign of concurrence to the selected FWA.
1.1 For WFH Arrangement	Head of Functional Unit & Employee	<u>Additional requirements:</u> Medical Condition a. Request letter addressed to the SDS; b. Recommendation of the attending physician to a WFH set-up, supported with medical records of the employee concerned; and c. Medical certification that the employee concerned is fit to work despite his/her medical condition. Situational Condition For items V.3.c.i.b.1 and 2 of DO 004, s. 2025	Medical Condition ✓ The period of WFH will be based on the recommendation of the attending physician for medical reasons Situational Condition ✓ Based on the number of days declared state of calamity or



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		<p>- Declaration of state of calamity <u>For item V.3.c.i.b.3</u> - Announcement of transport strike from reliable resources</p> <p>a. Request letter addressed to the head of office; b. Other supporting documents to verify the extent of the situation of the employee.</p>	<p>transport strike. Maybe reduced once the situation of the employee concerned improves.</p>
2. Submit the Summary of Personnel Under Flexible Work Arrangement (Annex B.1 and or B.2 of DO No. 004, s.2025) for approval	Head of Functional Unit	a. Signed Summary of Personnel Under Flexible Work Arrangement (Annex B.1 and or B.2 of DO No. 004, s.2025)	✓ The request for FWA shall be assessed prior to approval to SDS.
3. Submit the approved request of FWA	Head of Functional Unit	a. Approved Summary of Personnel Under Flexible Work Arrangement (Annex B.1 and or B.2 of DO No. 004, s.2025)	✓ The approved request of the school's FWA shall be submitted to the Personnel Unit no later than the fourth week of the preceding month for monitoring and recording purposes.

V. Other Applicable Rules

1. All DepEd Personnel shall render not less than forty (40) hours of work a week, exclusive time for lunch.



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2. The Heads of Office shall ensure their availability for decision-making and effective supervision of all work arrangements at all times. Likewise, they shall ensure the continuous delivery of service in the respective offices during the core working hours of 8:00 am to 5:00 pm on working days, including lunch break.
3. All employees under any Flexible Work Arrangement are required to attend the flag raising ceremony at exactly eight o' clock in the morning (8:00 am) of every Monday.
4. DepEd officials and employees **reporting on-site** shall be entitled to compensatory overtime credit or overtime pay for services rendered beyond the normal eight (8) hours on scheduled workdays or forty (40) hours a week, and those rendered on rest days, holidays and special non-working days, exclusive of time for lunch, following the procedure for requests for COC per **Division Memorandum No. 367, s. 2024**.
5. CoS and JO are entitled to compensatory overtime credit or overtime pay pursuant to COA and DBM released Joint Circular No. 1, s. 2022 (Policies on the Adoption of Flexible Work Arrangements for Contract of Service [COS] and Job Order [JO] Workers in Government) and as provided for in their respective Service Agreement/ s or Contracts. The same procedure shall be followed for requests for COC as outlined in Division Memorandum No. 367, s. 2024.
6. Teaching personnel shall adhere to the class schedule and arrangement adopted at the start of the classes consistent with the Learning and Service Continuity Plan as part of the School Improvement Plan (SIP).
7. DepEd officials and employees may apply to any flexible work arrangement endorsed/recommended by their respective heads of office without prejudice to the DepEd officials' or employees' participation or involvement in official activities of the agency outside of their approved flexible work schedule.
8. Except for Fixed Flexitime, the DepEd Personnel and/or Office may change the assigned FWA on a monthly basis subject to the consent of the DepEd Personnel, as may be applicable, and submission of the approved Request for Change of Flexible Work Arrangement (**Annex C** of DO 004, s. 2025), if applicable, together with the updated Summary of Personnel under FWA (Annex B.1/B.2) to the Personnel Division/Section/Unit, not later than fourth week of the preceding month.
9. The core considerations or priorities in approving requests for the implementation of flexible work arrangements (FWAs) per Annex A of the DepEd guidelines include:
 - a. *Conduct and participation in online meetings, trainings, workshops, etc.;*
 - b. *Research;*
 - c. *Policy formulation/ review/ amendment;*



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- d. *Project work, including but not limited to drafting of proposals/ project studies/training modules;*
 - e. *Data encoding/processing;*
 - f. *Adjudication of cases or review of cases, including legal work;*
 - g. *Budget planning and forecasting;*
 - h. *Recording, examination, and interpretation of financial records and reports;*
 - i. *Evaluation and formulation of accounting, auditing, and management control systems;*
 - j. *Computer programming;*
 - k. *Database maintenance;*
 - l. *Design work/ drafting of drawing plans;*
 - m. *Preparation of information materials;*
 - n. *Sending/receiving e-mail;*
 - o. *HR tasks, e.g., computation of leave credits, preparation of payroll, etc., as the case may be; and*
 - p. *Other analogous tasks that require the use of a computer and the World Wide Web (Internet) for reading, encoding, printing, or submission of written outputs for review, evaluation, or final presentation/assessment by the immediate supervisor, the head of office, or management.*
10. The adoption of FWA may be allowed based on the circumstances and conditions outlined in these guidelines. **The Schools Division Superintendent, within his/her discretion, can amend, cancel, or disapprove the flexible work arrangement based on the needs and priorities of the school/office.**
11. Heads of Functional Offices are responsible for monitoring attendance and approving work arrangements to maintain service delivery continuity.
12. Submission of Forms B.1 and B.2 and other requirements depending on the FWA being availed of shall not be later than April 4, 2025, to the Division Office through the Office of the Administrative Officer V. The editable version of the templates can be downloaded in this link: <https://bit.ly/FWA-SDO2025>.
13. Once approved, the Head of Functional Units shall upload their approved FWA no later than the fourth week of the preceding month for monitoring and recording purposes through this link: <https://forms.office.com/r/ba1JMTxxw>.
14. All approved FWA requests shall be implemented starting April 1, 2025. **Non-submission of an updated Summary of Personnel under FWA shall denote the status quo of the current work arrangement.**
15. Division/Office memoranda, instructions, rules and regulations, and other related issuances or parts thereof that are inconsistent with this Memorandum and its provisions are hereby repealed, rescinded, or modified accordingly.

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Summary of Personnel Under Flexible Work Arrangement
(Regular/Coterminous/Contractual)

Name of Office: (School and District)
Covered Period: April 2025 onwards

No.	Name of Employee	Position	Full Flexitime	Fixed Flexitime			Combination Please select day reporting as WFH				Signature of Employee
				7:00 am to 4:00 pm	8:00 am to 5:00 pm	9:00 am to 6:00 pm	Tues	Wed	Thurs	Fri	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Prepared By: _____
NAME
Position Title/Designation

Recommending Approval: _____
NAME OF SCHOOL HEAD
Position Title/Designation

Approved By: _____
ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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**Summary of Personnel Under Flexible Work Arrangement
(Contract of Service/Job Orders)**

Name of Office: (School and District)
Covered Period: April 2025 onwards

No.	Name of Employee	Position	Full Flexitime	Fixed Flexitime			Combination Please select day reporting as WFH				Signature of Employee
				7:00 am to 4:00 pm	8:00 am to 5:00 pm	9:00 am to 6:00 pm	Tues	Wed	Thurs	Fri	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Prepared By:

NAME
Position Title/Designation

Recommending Approval:

NAME OF SCHOOL HEAD
Position Title/Designation

Approved By:

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(WORK FROM HOME)**

NAME : **NAME OF EMPLOYEE**
POSITION : Position Title
DIVISION/DISTRICT : Functional Division/District
OFFICE/SCHOOL : Office/School

Date/s Covered: April 1-15, 2025

Date and Actual Time logs	Actual Accomplishments
04/01/2025 Time-in: 8:02 AM Time out: 5:30 PM	<ul style="list-style-type: none"> • Prepared Minutes of Meeting • Attended online Meeting re: "Paper Evaluation of the Office Screening Committee (OSC)" • Drafted five (5) correspondences • Updated document tracking database
01/02/2025 Time-in: 7:18 AM Time out: 4:18 PM	<ul style="list-style-type: none"> • Drafted Memorandum on the Invitation for Regional Consultative Meeting • Conducted coordination meeting with Key Bureau offices • Finalized Draft Policy for vetting by the Office of the Director • Prepared liquidation report

Submitted by:

Attested by:

NAME OF EMPLOYEE
 Position Title
 Office

NAME OF HEAD OF OFFICE
 Position Title
 Office

Request for Change of Flexible Work Arrangement

Date

**Name of Head of Office
Position/Designation
Name of Office**

Sir / Madam:

I, full name of employee, position/designation, assigned in the name of office, would like to request for a change of work arrangement, from _____ to _____, starting _____.

Justification / Remarks:

Thank you for your kind consideration and approval of this request.

Very truly yours,

SIGNATURE OVER PRINTED NAME OF THE EMPLOYEE

RECOMMENDED BY:

**NAME AND SIGNATURE OF THE HEAD OF FUNCTIONAL OFFICE
POSITION / DESIGNATION
DATE:**

APPROVED BY:

**NAME AND SIGNATURE OF THE HEAD OF OFFICE
POSITION / DESIGNATION
DATE:**