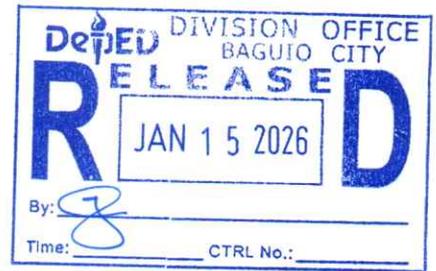




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



January 15, 2026

DIVISION MEMORANDUM

No. **030-2026**

**GUIDANCE ON THE IMPLEMENTATION OF FLEXIBLE WORKING ARRANGEMENTS
FOR SCHOOL-BASED PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
Non-Teaching Personnel
Related-Teaching Personnel
All Others Concerned

1. Due to overlapping flexible work schedules, some schools have experienced gaps in office coverage during core working hours. In accordance with DepEd Order No. 004, series of 2025, Guidelines on the Adoption of Flexible Work Arrangements in the Department of Education, this Office provides guidance to ensure uninterrupted office manning, accountability, and effective service delivery, while allowing the authorized use of flexible working hours.

a. Entitlement to Flexible Working Arrangements

Non-teaching and related teaching personnel who are eligible under DepEd Order No. 004, s. 2025 may adopt flexible working hours within the period of 7:00 a.m. to 6:00 p.m., provided that the required forty (40) hours of work per week is complied with and work schedules are duly approved. School Heads and non-teaching or teaching-related personnel who fail to complete the required eight (8) hour workday shall be considered to have undertime. This privilege is granted to school-based non-teaching and teaching-related personnel; however, it may be withdrawn at any time should circumstances require or in the event of a proven violation.

b. Core Working Hours and Office Manning

All schools must be properly and continuously manned during core working hours, from 8:00 a.m. to 5:00 p.m., Monday to Friday, or during the school's officially approved working hours when teachers and learners are present. Flexible working hours must be arranged to ensure uninterrupted office coverage during core hours. At no time shall the school be left unattended during official working hours, particularly when teachers and learners are present, under the direct supervision of the school head.

c. Mandatory Attendance to Flag Raising Ceremony (FRC)

Attendance at the Flag Raising Ceremony (FRC) every Monday is mandatory for all school-based personnel. On FRC days, full flexitime shall be limited to 7:00 a.m. to 8:00 a.m. Personnel who arrive after 8:00 a.m. shall be considered tardy.



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d. Supervision and Accountability

School Heads must ensure their presence in the school to facilitate decision-making and provide effective supervision of teaching and learning, especially during the first class hours in the morning.

The Curriculum Implementation Division, through the Public Schools District Supervisors (PSDSs), shall ensure strict compliance with and effective implementation of these guidelines. They shall regularly monitor and evaluate the implementation of this policy within their respective jurisdictions, in alignment with Domain 2 of the Philippine Professional Standards for Supervisors (DepEd Order No. 25, s. 2020) on Strengthening Shared Accountability.

2. For guidance and strict compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OASDS/CFM/ndc