



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 March 2025


DIVISION MEMORANDUM
No. 213 s. 2025

**ADOPTION OF THE FLEXIBLE WORK ARRANGEMENT IN THE SCHOOLS
DIVISION OFFICE OF TAYABAS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In accordance with Department of Education (DepEd) Order No. 004, s. 2025, titled *Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education*, the Schools Division Office of Tayabas will implement adaptable and responsive work schemes while ensuring the continuous delivery of public service during core working hours.
2. In line with this, all permanent, Job Order, and Contract of Service personnel at the Division Office level, as well as school-based non-teaching and related-teaching personnel, are required to submit their preferred Flexible Work Arrangement (FWA) to be submitted in summary by each functional division (CID, SGOD, and OSDS) and at the school level. These schedules are subject to the review and recommendation of the heads and approval by the head of the agency. However, Job Order personnel funded by the LGU are not covered. Please note that the flexible work arrangement **does not apply on Mondays**, as attendance at the flag-raising ceremony is required under Republic Act No. 8491.
4. Attached are **Annex A.1 for Division Office personnel** and **Annex A.2 for school-based personnel**, which contains the summary of personnel under the Flexible Work Arrangement. The completed and signed template must be submitted to the Personnel Services Unit through the Records Unit on or before **April 2, 2025**. The flexible work arrangement will take effect in **May 2025**, as stipulated in the DepEd Order, which requires that requests be filed at least thirty (30) days prior to the scheduled start date.
5. Additionally, the work schedule for employees may be changed **only after six (6) months**, subject to the filing of a written request (**Annex B.1 for Division Office personnel and Annex B.2 for school-based personnel**), which must be submitted at least thirty (30) days prior to the scheduled start date.

6. The Annexes are readily available on the website under the downloadable forms section of the Personnel Administration Services.
7. Strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: None

Reference: DM-OUHROD-2025-0541

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

FLEXIBLE WORK ARRANGEMENT

OSDS Personnel Unit – adoption of the flexible work arrangement in the schools division office of tayabas
PERDOGHG-001369 /March 26, 2025



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Annex A.1

**Summary of Personnel under Flexible Work Arrangement
Division Office Level**

Name of Functional Division (CID/SGOD/OSDS): _____

Target effective date: _____

No.	NAME OF EMPLOYEE	FLEXIBLE WORK ARRANGEMENT (FWA)				
		FULL FLEXITIME	FIXED FLEXITIME			SIGNATURE OF EMPLOYEE
			07:00-4:00	8:00-5:00	9:00- 6:00	
1.						
2.						
3.						
4.						
5.						

Recommended By:

Approved By:

(Head of Functional Division)

(Schools Division Superintendent)



Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@depd.gov.ph
Website: <https://www.sdotayabascity.ph>



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
NAME OF SCHOOL

Annex A.2

**Summary of Personnel under Flexible Work Arrangement
School Level**

Name of School: _____
Target effective date: _____

No.	NAME OF EMPLOYEE	FLEXIBLE WORK ARRANGEMENT (FWA)				
		FULL FLEXITIME	FIXED FLEXITIME			SIGNATURE OF EMPLOYEE
			07:00-4:00	8:00-5:00	9:00- 6:00	
1.						
2.						
3.						
4.						
5.						

Recommended By:

Approved By:

(School Head)

(Schools Division Superintendent)



SCHOO
L LOGO

Address:
Telephone No.:
Email Address:
Website:



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Annex B.1

**Request for Change of Flexible Work Arrangement
Division Office Level**

Date

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent
City Schools Division of the City of Tayabas

Sir:

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:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent
DATE:



Address: Brgy. Potol, Tayabas City
Telephone No.: (042) 785-9615
Email Address: tayabas.city@deped.gov.ph
Website: <https://www.sdotayabascity.ph>



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
NAME OF SCHOOL

Annex B.2

**Request for Change of Flexible Work Arrangement
School Level**

Date

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent
City Schools Division of the City of Tayabas

Sir/Madam:

I, **full name of employee, position/designation**, assigned in the **name of school**,
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,

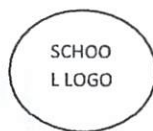
SIGNATURE OVER-PRINTED NAME OF THE EMPLOYEE

RECOMMENDED BY:

NAME AND SIGNATURE
SCHOOL PRINCIPAL
DATE:

APPROVED BY:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent
DATE:



Address:
Telephone No.:
Email Address:
Website: