



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

August 10, 2023

DIVISION MEMORANDUM
NO. 245, SERIES OF 2023

**CLARIFICATION ON THE USE OF PASS SLIPS FOR
PERSONAL TRANSACTIONS**

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Unit/ Section Heads
Public Elementary and Secondary School Heads
Division Office Personnel
All other concerned

1. This Office would like to reiterate Memorandum Circular No. 001, Series of 2017 of the Civil Service Commission. Section 5 thereof states that:

Officers and employees of all departments and agencies, except those covered by special laws shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. As a general rule, such hours shall be from eight (8) o'clock in the morning to twelve (12) o'clock noon and from one (1) o'clock to five (5) o'clock in the afternoon, except Saturdays, Sundays and Holidays.

2. In connection with the above cited provision, it is hereby clarified that pass slips for personal transactions may still be issued but the time spent outside the office shall be considered **UNOFFICIAL**. As such, it cannot be credited to the required eight (8) hours per day of official work. Consequently, necessary salary deductions shall be effected upon the availing employee unless he/she has enough vacation leave credits to cover the lost time.
3. The Administrative Officer V, through the guard/s on duty, is tasked to strictly implement this Memorandum and to render monthly reports on this matter.



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4. Violations of this directive may result to the filing of appropriate administrative charges against the erring employee, such as, but not limited to: loafing, habitual tardiness, habitual absenteeism, violation of reasonable office regulations, etc.
5. Wide dissemination and strict compliance with this Memorandum is required.

NIMFA R. LAGO, CESO VI *ms*

Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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