



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF ABRA

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Supervision of Immediate Unit Heads in Regard to Habitual Absenteeism, Tardiness and Loafing from Duty During Regular Office Hours

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Administrative Officer V
Budget Officer
Accountant III
All Division Office Department Unit Heads.

For the information, guidance and compliance of all concerned.

1. Consistent with the Department of Education's policies concerning teaching and non-teaching related issues and concerns particularly on attendance, vacation and sick leaves, this Office reiterates our adherence on these policies, and to ensure compliance, the following are mandated to be observed:

2. In accordance with the definition laid down under Section 5 (a) RA 6758 which states:

Professional Supervisory Category. – This category includes responsible positions of a managerial character involving the exercise of management functions such as planning, organizing, directing, coordinating, controlling, and overseeing within delegated authority the activities of an organization, a unit thereof or of a group, requiring some degree of professional, technical or scientific knowledge and experience, application of managerial or supervisory skills required to carry out their basic duties and responsibilities involving functional guidance and control, leadership, as well as line supervision. These positions require intensive and thorough knowledge of a specialized field usually acquired from completion of a bachelor's degree or higher degree courses.



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone Nos.: (074) 614-8918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>



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3. Relative to that effect, it shall be the responsibility of the immediate unit heads specifically those officers/supervisors/heads/ who are signing their subordinate's Daily Time Record to be more conscientious in monitoring their respective subordinates in regard to their attendance.

4. In the exercise of the unit head's management function, it is his or her discretion to plan or strategize to make sure that his or her subordinates achieve impeccable attendance or will not violate Rule XVII of the Omnibus Rules Implementing Book V, Executive Order 292.

5. Everyone is reminded that as a public servant, one should use his/her time and resources wisely, thus showing professionalism, commitment, and sincerity in catering to the needs of the public.

6. Immediate compliance and dissemination of this memorandum is directed.

Benilda M. Daytaca, EdD, CESO V
Schools Division Superintendent

