10 March 2022

**Office Memorandum**

### REITERATING ATTENDANCE TO FLAG-RAISING CEREMONY AND LOGGING-IN AND OUT IN THE BIOMETRICS AND ATTENDANCE MONITORING SHEET

To      **All Regional Office Employees**

1. Pursuant to Republic Act No. 8491 or the "Flag and Heraldic Code of the Philippines", all government offices and institutions must observe the flag-raising ceremony every Monday morning and the flag lowering ceremony every Friday afternoon. The flag-raising ceremony is held at 7.45 a.m. in this office. As a result, everyone is required to attend the flag-raising ceremony on Mondays at 7:45 a.m. Arriving at the office after the designated time is deemed tardy.

2. All regional office personnel reporting on-site are expected to log in and out in the morning, lunchbreak, and afternoon beginning March 14, 2022. Failure to log out and log back in during lunchtime will result in only a half-day attendance. In the same way, failing to log out at the conclusion of the working day will result in a day's absence, per Department of Education's Personnel Handbook 2005 and Rule VII of the Omnibus Rules Implementing Book V of Executive Order No. 292.

3. Additionally, this Office reiterates compliance with the use of the Daily Attendance Monitoring Sheet located in the lobby or respective offices for the manual recording of on-site employees' log-in and log-out in the morning, lunchbreak, and afternoon, which entries must be identical to those in the Biometrics.

4. Employees who work from home (WFH) or on official business/time (OB/OT) must use the DepEd 4A Time in and Time Out System (D4A-TiToS) for their attendance.

5. For strict compliance.

**FRANCIS CESAR B. BRINGAS**
Regional Director

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