



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY



February 11, 2025

DIVISION MEMORANDUM

No. 37, s. 2025

REMINDER ON THE USE OF PASS SLIPS AND DEDUCTION OF LEAVE CREDITS

To: Assistant Schools Division Superintendent
All Non-Teaching Employees
This Division

In line with the Civil Service Commission (CSC) rules and regulations, we would like to remind all employees of the following guidelines regarding the use of pass slips and the deduction of leave credits:

- 1. Office Hours Compliance:** All employees are required to render eight (8) hours of work per day for five (5) days a week, totaling 40 hours a week, exclusive of lunch breaks. Unauthorized absences, tardiness and loafing during regular office hours are detrimental to public service.
- 2. Use of Pass Slips:** Employees who need to attend to personal matters during office hours must secure an approved pass slip from their immediate supervisor/head. The time spent outside the office with an approved pass slip will be deducted from the employee's leave credits.
- 3. Leave Credits Deduction:** As per CSC Omnibus Rules on leave (CSC MC No. 41, s. 1998, as amended), the time spent away from work with an approved pass slip will be properly accounted for by deducting the corresponding hours from the employees leave credits.

We urge your cooperation in adhering to these guidelines to ensure the efficiency and productivity of our office.

DANNY B. CORDOVA, EdD., CESO V
Schools Division Superintendent

References:

CSC-MC No. 41, S. 1998, as amended

IJE/ADMINDM2025-006