



Department of Education
Caraga - Siargao
Siargao National Science High School

RELEASED
June 30, 2025 01:48 pm

Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO
SIARGAO NATIONAL SCIENCE HIGH SCHOOL

By: Nathaniel A. Congreso Jr., Administrative Officer II

Office of the School's Principal

June 30, 2025

SCHOOL MEMORANDUM

No. 0001 s. 2025

**ADHERENCE TO OFFICIAL LOGIN AND LOGOUT TIME OF TEACHING
PERSONNEL AND STRICT USE OF SCHOOL LOCATOR SLIP**

To: All Teaching Personnel
Administrative Officer II
All others concerned
This School

1. In line with **DepEd Memorandum No. 291, s. 2008, CSC Resolution No. 080096 and DM-OUHROD-2025-1641**, this memorandum reiterates the importance of adhering to the prescribed **eight-hour workday** for all teaching personnel. This includes:
 - **Six (6) hours of actual classroom instruction**
 - **Two (2) hours for teaching-related tasks such as lesson planning, checking outputs, and mentoring etc.**
2. All teachers are required to:
 - a. Log in and out using the school's biometric system and official logbook.
 - b. Follow the official school schedule as indicated in the **attached individual timetable**.
 - c. Avoid early logouts or late logins unless covered by an approved official business or leave.
3. In adherence to **DepEd Order No. 50, s. 2015**, which reiterates the provisions of **Republic Act No. 8491 (Flag and Heraldic Code of the Philippines)**, all teaching personnel are expected to:
 - Attend the **Monday flag raising ceremony**, with attendance logged **no later than 6:45 a.m.**
 - Participate in the **Friday flag lowering ceremony** at the end of the last period or scheduled time of the school day.



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4. Any teacher who needs to attend to personal matters outside the school premises during official hours must accomplish a **School Locator Slip (attached)**. The locator slip must be duly signed by the **School Head or, in his absence, by the designated Officer-In-Charge (OIC)**, and submitted to the Admin Office prior to leaving the school. This procedure ensures proper documentation and accountability in accordance with existing DepEd and CSC policies.
5. This directive aims to uphold **transparency, punctuality, and professionalism** among teaching personnel. Non-compliance may result in administrative action.
6. **For immediate dissemination.**

REX MARDY C. LABE
School Principal III

Encl: as stated

Reference: as stated

To be stated in the **Perpetual Index** under the following subjects:

SCHEDULE LOGIN LOGOUT OFFICIAL TIME PASS SLIP

ADMIN/nac

6/30/2025



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Teaching Personnel Official Individual Timetable - SY 2025-2026

The time indicated is considered final unless changes arise due to unforeseen circumstances. Any adjustments must be reflected in the updated and duly approved teacher's program.

Name	AM_START	AM_END	PM_START	PM_END	Total_AM	Total_PM	TOTAL
ARLAN, KRISTI VENNA C.	7:00 AM	12:00 PM	2:00 PM	5:00 PM	5	3	8
BASUBAS, SUNDAE CARMEL S.	7:00 AM	12:00 PM	2:00 PM	5:00 PM	5	3	8
BAYOD, JORA A.	7:00 AM	12:00 PM	1:00 PM	4:00 PM	5	3	8
COMA, AIRES EVA M.	7:00 AM	12:00 PM	1:00 PM	4:00 PM	5	3	8
GUBATON, MARIELLE C.	7:00 AM	12:00 PM	1:00 PM	4:00 PM	5	3	8
LAURON, HARVEY R.	7:00 AM	12:00 PM	1:00 PM	4:00 PM	5	3	8
LIMBARO, KRISHA MAE D.	7:00 AM	11:00 AM	1:00 PM	5:00 PM	4	4	8
MANTILLA, SUZETTE ANN A.	7:00 AM	12:00 PM	1:00 PM	4:00 PM	5	3	8
MARCOS, JEAN B.	7:00 AM	12:00 PM	1:00 PM	4:00 PM	5	3	8
TOKONG, MAFEL R.	7:00 AM	12:00 PM	1:00 PM	4:00 PM	5	3	8
CONGRESO, LAURIS MARX N.	8:00 AM	12:00 PM	1:00 PM	5:00 PM	4	4	8
GUBATON, JACQUELINE E.	8:00 AM	12:00 PM	1:00 PM	5:00 PM	4	4	8
MARTEL, CAMILLE E.	8:00 AM	12:00 PM	1:00 PM	5:00 PM	4	4	8
MICAYAS, JANE A.	8:00 AM	12:00 PM	1:00 PM	5:00 PM	4	4	8
SENTONES, JEAN CLAIRE E.	8:00 AM	12:00 PM	1:00 PM	5:00 PM	4	4	8
SOLIS, ANGEL ROSE U.	8:00 AM	12:00 PM	1:00 PM	5:00 PM	4	4	8

Prepared by:

NATHANIEL A. CONGRESO JR.
 Administrative Officer II

Verified true and correct:

SUNDAE CARMEL S. BASUBAS
 Master Teacher III/Planning Officer

Approved by:

REX MARDY C. LABE
 School Principal III



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LOCATOR SLIP

Name	
Position/Designation	
Permanent Station	SIARGAO NATIONAL SCIENCE HIGH SCHOOL
Purpose	
Date & Time	
Destination	

Requested by:

Approved by:

[NAME]

REX MARDY C. LABE

[POSITION]

School Principal III