



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

June 11, 2025

DIVISION MEMORANDUM
No. **358**, s. 2025

**INTERNAL GUIDELINES ON THE SERVICE RENDERED OF CONTRACT OF SERVICE
PERSONNEL DURING WEEKENDS AND HOLIDAYS**

To: Assistant Schools Division Superintendent
Chiefs – SGOD & CID
Public Schools District Supervisors
Elementary and Secondary School Principals / Heads
Administrative Officers II
Senior Bookkeepers
All Others Concerned

1. In line with policy requiring all Contract of Service (COS) personnel to render a maximum 22 working days per month, this office issues the guidelines to follow concerning work rendered on holidays and weekends (Saturdays and Sundays). This measure is issued to maintain transparency, ensure accountability, and support compliance with contract terms and government audit requirements.
2. COS personnel who intend to render work on holidays or weekends in order to meet the required number of working days for the month must first submit a formal request for approval to the Public Schools District Supervisors (PSDS) – for school-based COS, and to the Schools Division Superintendent (SDS) for SDO based COS. The request shall include the following details:
 - a. Justification for the need to work on the specified non-working day(s);
 - b. Specific dates of the intended work;
 - c. Description of tasks or deliverables to be completed.
3. No work on holidays or weekends shall be recognized unless the request has been formally approved prior to the intended date of service. The approved request shall support the Daily Time Record (DTR) of the concerned personnel reflecting the weekend/holiday work along with their accomplishment report.
4. Immediate supervisors – School Heads and Admin Officer II, are reminded to validate the actual work performed and ensure that proper documentation is submitted.



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5. This guideline shall take effect IMMEDIATELY.
6. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.

FAY C. LUAREZ EdD PhDTM CESO VI
OIC - Schools Division Superintendent