



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION XI
DIVISION OF TAGUM CITY

Energy Park, Apokon, Tagum City, Davao del Norte, Philippines
Email Address: tagum_city@deped.gov.ph Website: deped.tagumcity.gov.ph TeleFax: (084) 216-3504



Division Memorandum

No. 332, s. 2019

TO : **All Division Personnel
All Public Elementary and Secondary School Heads**

FROM : Office of the Schools Division Superintendent

SUBJECT : **Prohibition of Playing Mobile Games and Browsing of Social Media Sites during Work Hours**

DATE : 21 March 2019

This is to remind all Division and School personnel that playing mobile games and browsing social media sites during office hours are strictly not allowed. Officers, teachers and other employees found using government or personal gadgets (e.g tablets, computer, mobile phones) to play games and/or browse non-work related and prohibited internet sites during office hours shall be dealt accordingly.

Such an act may be treated as "**Conduct Prejudicial to the Best Interest of the Service**" with corresponding sanction of six months and one day up to one year of suspension for first offense and dismissal from the service for second offense as per CSC Resolution No. 1701077 re: Rules on Administrative Cases in the Civil Service (RACCS).

Further, as part of the implementation of the said policy, this Office will restrict the use of internet in the Division Office starting today. Only those computer units and laptops that are used for day-to-day and official transactions shall be allowed to have connection with the internet sources. Heads of offices are reminded to rigidly monitor all their personnel including the on-the-job trainees regarding this matter.

Furthermore, it is informed that the CSC will conduct spot checks to government agencies/offices nationwide to check if this human resource policy, among others, is being implemented as well as to address gaps on how frontline services are being provided.

For information, guidance and strict compliance.

NELSON C. LOPEZ, CESO VI
Schools Division Superintendent

