



REPÚBLICA NO PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT ESPORTE  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
DECS Complex, Alabaco Avenue  
Pasig City, Philippines



Sama-Sama  
sa DECS

Tanggapan ng Kabinete  
Office of the Secretary

August 31, 1999

DECS ORDER  
No. 9, s. 1999

WORK SCHEDULES OF SECURITY GUARDS, WATCHMEN  
AND JANITORS IN ELEMENTARY/SECONDARY/  
VOCATIONAL SCHOOLS

To: Undersecretaries  
Assistant Secretaries  
Regional Directors  
School Superintendents  
Elementary/Secondary/Vocational School Principals

1. The Civil Service Commission, in a letter dated June 15, 1999, has brought to the Department's attention the plight of security guards and janitors assigned to the different elementary, secondary and vocational schools who are required to render work everyday including Saturdays, Sundays and holidays. This work schedule may adversely affect their health and duties as head of their families.

2. Some of them are required to render services in excess of the required 40 hours for the whole week but are not granted overtime pay due to lack of funds. Attention is invited to DECS Order No. 34, s. 1997 on the granting of overtime pay to security guards who render service in excess of forty (40) hours of service a week.

3. Heads of elementary, secondary and vocational schools are requested to adopt a work schedule that will allow at least a whole day rest and recreation for their security guards, watchmen and janitors, within the 40-hour week law.

4. Wide dissemination of this Order is desired.

*Andrew Gonzalez*  
ANDREW GONZALEZ, FSC  
Secretary

Reference: DECS Order (No. 34, s. 1997)  
Attachment: 1—(D.O. 59-97)

To be indicated in the Perpetual Index under the following subjects:

EDUCY

SERVICE