

REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGAWARAN NG EDUKASYON
Department of Education
MAYNILA
Manila

DEPARTMENT OF PUBLIC SECURITY
★ MANILA

NOV 15 1971

TANGGAPAN NG KALIHIM
Office of the Secretary

October 29, 1971

DEPARTMENT ORDER
No. 21, s. 1971

HOURS OF DUTY OF SECURITY GUARDS
OF THE DEPARTMENT COMPOUND

To All Bureau Directors
And Chief of Offices

In the exigencies of the service, the Security Unit of the Department of Education Compound shall be divided into two (2) groups of equal strength and shall observe the following regular tour of duty:

Group A - 12:00 Midnight to 08:00 A.M.

Group B - 12:00 Noon to 08:00 P.M.

Each group shall render overtime service for four (4) hours;

Group A from 8:00 A.M. to 12:00 Noon

Group B from 8:00 P.M. to 12:00 Midnight

For overtime services, security guards shall be entitled to meal and transportation allowances, subject to the usual accounting and auditing regulations.

This memorandum shall take effect on November 1, 1971.

(SGD.) JUAN L. MANUEL
Acting Secretary

Jl/emt



