



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

OFFICE MEMORANDUM
AD 2026- 004

FEB 11 2026

To: OIC-Assistant Regional Director
Chiefs of the Functional Divisions
All Others Concerned

**PERMIT TO STAY IN THE OFFICE BEYOND 5:30PM, WEEKENDS,
AND HOLIDAYS**

1. All personnel of the Department of Education – Negros Island Region (DepEd NIR) Regional Office proper are hereby reminded that staying within the office premises beyond 5:30PM, weekends and holidays shall require a duly approved Permit to Stay in the Office.
2. The Permit to Stay must be secured prior to the actual stay in the Office during weekdays, weekends, and/or holidays in two (2) copies and the other copy shall be given to the security guard on duty upon request. Personnel who fail to present an approved permit shall not be allowed to remain in the office beyond the prescribed time.
3. The Permit to Stay of the personnel shall be approved by the concerned Chief of the Functional Division while the Permit to Stay of the Functional Division Chief shall be approved by the Regional Director/Assistant Regional Director. In the absence of both officials mentioned, the Chief Administrative Officer is authorized to approve such request.
4. All Division Chiefs are hereby directed to strictly monitor and ensure compliance with this policy within their respective offices to uphold security, safety, and accountability. Any violation of this issuance shall be dealt with in accordance with existing Civil Service and DepEd rules and regulations.
5. Attached is the prescribed template to be used for this purpose.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.

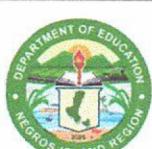
RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

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

ATTENDANCE EMPLOYEE PERMIT POLICY

RSJ/ASD-OM-2026-Permit to Stay



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: <https://tinyurl.com/nir-gov-ph>



PERMIT TO STAY

(Outside Official Working Hours)

(Date)

This is to certify that

(Name of Personnel / Position)

(Functional Division / Section / Unit)

is authorized to stay in the Office premises

from: _____ to: _____
Date / Time Date / Time

(Purpose)

Approved:

Authorized Signatory



PERMIT TO STAY

(Outside Official Working Hours)

(Date)

This is to certify that

(Name of Personnel / Position)

(Functional Division / Section / Unit)

is authorized to stay in the Office premises

from: _____ to: _____
Date / Time Date / Time

(Purpose)

Approved:

Authorized Signatory



PERMIT TO STAY

(Outside Official Working Hours)

(Date)

This is to certify that

(Name of Personnel / Position)

(Functional Division / Section / Unit)

is authorized to stay in the Office premises

from: _____ to: _____
Date / Time Date / Time

(Purpose)

Approved:

Authorized Signatory



PERMIT TO STAY

(Outside Official Working Hours)

(Date)

This is to certify that

(Name of Personnel / Position)

(Functional Division / Section / Unit)

is authorized to stay in the Office premises

from: _____ to: _____
Date / Time Date / Time

(Purpose)

Approved:

Authorized Signatory