



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY



March 9, 2026

DIVISION MEMORANDUM

No. 122 s. 2026

**DIVISION IMPLEMENTATION OF ENERGY CONSERVATION
PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS IN
PURSUANT TO MEMORANDUM CIRCULAR NO. 114**

TO: OIC-ASST. SCHOOLS DIVISION SUPERINTENDENT
Chiefs; CID and SGOD, Section Heads
Education Program Supervisors
Non-Teaching and Teaching Related Personnel
School Heads; Elementary & Junior/Senior High Schools

1. Attached is DepEd Memorandum 018, s. 2026 dated March 8, 2026 in compliance with Memorandum Circular (MC) No. 114 issued by the Office of the President(OP), this Division Office directs the strict adoption of energy conservation protocols and flexible work arrangement as earlier authorized under DepEd Order(DO) No. 004, s. 2025 (Flexible Work Arrangement in the Department of Education).
2. The measures aim to reduce the energy consumption of government operations and optimize the use of public resources amid rising fuel costs caused by geopolitical tensions. This shall be implemented starting **March 9, 2026**, and shall remain in effect until lifted or revoked by the Office of the President (OP).

Energy Conservation Protocols

3. All Offices in the Division and Schools are directed to strictly undertake the following conservation measures to achieve an actual electricity and fuel consumption reduction of 10-20 percent:
 - a. Maintain a standard thermostat setting of 24°C for air-conditioned spaces. Limit the number of air-condition units in use.
 - b. Activate sleep settings on all office equipment.
 - c. Strictly turn off non-essential lights and electronic equipment during lunch breaks and after office hours.
 - d. Consolidate vehicle trip to conserve fuel.
 - e. Centralized water station. Personnel are encouraged to use water tumbler for refill and limit use of other appliances in the office.
4. Meetings shall be conducted virtually as necessary and physically only when operationally indispensable.
5. Official travel shall be authorized only for essential and critical functions.



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Flexible Work Arrangements (FWA)

6. DepEd shall adopt a four-day work arrangement from Monday to Thursday. In accordance with MC No. 114, s. 2026, Friday is designated as the common work-from-home (WFH) for all covered personnel. For the duration of this work arrangement, Friday shall also serve as the WFH day under the Combination of Flexible Work Arrangements provided under DO 004, s. 2025, or the Guidelines on the Adoption of Flexible Work Arrangements in the Department of Education.
7. The Adoption of the WFH arrangements under this Memorandum shall continue to apply to all non-teaching and related-teaching personnel of the Department, including, Contact of Service and Job Order Employees, in accordance with DO 004, s. 2025. Teaching personnel shall continue to adhere to their existing class schedules and school arrangement to ensure uninterrupted conduct of classes and end-of-school-year activities.
8. All office-based personnel, including those whose functions cannot be performed off-site, shall be assigned WFH tasks and shall complete and report their daily deliverables and accomplishments, Heads of offices shall ensure that all personnel are assigned appropriate tasks during the WFH day.
9. Compared to the four-day compressed work week which would require extended working hours, the adoption of the common WFH shall ensure inclusivity of work arrangement among solo parent, senior citizens, Persons with Disabilities personnel.
10. To sustain the delivery of services during the WFH arrangement, heads of offices shall ensure to continuous, efficient, and uninterrupted delivery of government services, particularly those providing frontline services. Appropriate mechanisms shall be established to guarantee timely and effective services provision even under remote work arrangements. Clients and stakeholders shall be able to submit request and lodge inquires through official communication channels.
11. In the implementation of the WFH arrangement and energy conservation under this Memorandum, all DepEd offices shall ensure full compliance with the provisions of the Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Services Delivery Act of 2018 and shall maintain zero-backlog for all frontline and non-frontlines services. Heads of offices shall institute mechanisms to ensure service delivery timelines are strictly observed whether



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work is performed on-site or off-site, No delay attributable to the WFH arrangement shall be allowed.

12. Monitoring of attendance and performance of all personnel availing the WFH arrangement must strictly comply with reporting mechanisms prescribed under DO 004, s. 2025 such submissions of Daily Time Records and duly accomplished Individual Daily Logs and Accomplishment Reports, approved by the Respective immediate supervisor.
13. Attached, please find the report template for Work-from-Home arrangements.
14. For immediate and strict compliance.

Immediate dissemination of and compliance with this Memorandum are hereby desired.


PETER S. GALIMBA
OIC-Schools Division Superintendent

Encl.: None
Reference: DepEd Memorandum 018, s. 2026

To be indicated in the Perpetual Index
EMPLOYEES FRONTLINE SERVICES
ENERGY CONSERVATION SERVICE DELIVERY
FLEXIBLE WORK ARRANGEMENT WORK FROM HOME



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WORK FROM HOME ASSIGNED TASK AND ACTUAL ACCOMPLISHMENT REPORT

NAME: *JUAN L. DELA CRUZ*
POSITION: *Administrative Assistant III*
SCHOOL/OFFICE: *Personnel Section*
Date/s Covered: *March 13, 2026*
Immediate Supervisor: **JOSE DEL CASTRO**

Assigned Tasks of the Day
<ul style="list-style-type: none"> • Prepare minutes of meeting • Draft reply letter Re: Loan Verification • Review DO No. 20, s. 2024

Date and Actual Time logs	Actual Accomplishments
<p>01/06/2025</p> <p>Time-in: 8:02 AM</p> <p>Time out: 5:30 PM</p>	<ul style="list-style-type: none"> • Prepared Minutes of Meeting • Attended online Meeting re: "Paper Evaluation of the Office Screening Committee (OSC)" • Drafted five (5) correspondences • Updated document tracking database

Prepared by:

Approved by:

JUAN L. DELA CRUZ
 Administrative Assistant III

JOSE DEL CASTRO
 Administrative Officer IV



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