



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

8 MAR 2026

DIVISION MEMORANDUM

No. 141, s. 2026

**STRICT IMPLEMENTATION OF ENERGY CONSERVATION
PROTOCOLS AND ADOPTION OF A FOUR-DAY ONSITE WORK
ARRANGEMENT**

To: OIC- Assistant Schools Division Superintendent
OIC- CID Chief Education Supervisor
OIC- SGOD Chief Education Supervisor
School Heads (Public Schools)
All Others Concerned

1. Pursuant to **Memorandum Circular (MC) No. 114, s. 2026**, issued by the Office of the President directing all government agencies and instrumentalities to **strictly adopt energy conservation protocols**, and in view of the ongoing need to ensure efficient use of government resources, this Office shall implement the provisions of MC 114 effective **09 March 2026**
2. In line with this directive, the Schools Division Office of Imus City shall adopt a **compressed four-day onsite work arrangement**, subject to the following schedule:
 - a. **Working Days:** Monday to Thursday
 - b. **Office Hours:** 7:00 AM – 6:00 PM
 - c. **Flag Ceremony:** Every Monday at **6:45 AM**
3. All personnel are directed to strictly observe the following, consistent with MC 114:
 - a. Maintain **24°C thermostat setting** for all air-conditioned rooms.
 - b. Switch off non-essential lights and equipment during lunch breaks and after office hours.
 - c. Maximize the use of **virtual meetings** for inter-agency coordination and similar engagements.
 - d. Limit official travels to essential and indispensable functions.
 - e. Implement fleet-efficiency measures, including trip consolidation and reduced idling time.
 - f. Encourage stair use for one-floor movement to minimize elevator consumption.
 - g. Adopt other feasible strategies to reduce electricity and fuel use by **10-20%**, as required.



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4. All offices providing frontline and essential services shall ensure the continuous and uninterrupted delivery of public services by implementing appropriate arrangements to prevent disruption of operations. All personnel are likewise expected to strictly observe the prescribed working hours and uphold punctuality, professionalism, and accountability in the performance of their duties.

5. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.



HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated,
Reference: As stated,

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

asu/rby/GUIDELINES

