



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

\_\_\_09, MAR 2026

**DIVISION MEMORANDUM**

No. 148, s. 2026

**CORRIGENDUM/ADDENDUM TO 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 DepEd Memorandum No. 018, s. 2026, titled "*Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114,*" this Office issues this Corrigendum/Addendum to align the provisions of Division Memorandum No.141, s. 2026 with the updated Department of Education guidelines.

2. Item No. 2 of Division Memorandum No. 141, s. 2026 is hereby amended to read as follows:

The Schools Division Office of Imus City shall adopt a **four-day onsite work arrangement from Monday to Thursday**, with **Friday designated as a Work-From-Home (WFH) day**, subject to the following schedule:

- a. **Office Hours:** 8:00 AM – 5:00 PM
- b. **Flag Ceremony:** Every Monday at 7:30 AM

3. The adoption of the **WFH arrangement** under this Memorandum shall apply to **all non-teaching and related-teaching personnel**, including Contract of Service and Job Order employees, in accordance with DepEd Order No. 004, s. 2025. **Teaching personnel shall continue to adhere to their existing class schedules and school arrangements to ensure the uninterrupted conduct of classes and end-of-school-year activities.**

4. All office-based personnel, including those whose functions cannot be fully performed off-site, shall be assigned appropriate 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..



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5. Heads of offices and school heads shall ensure the continuous, efficient, and uninterrupted delivery of services, particularly frontline services. Appropriate mechanisms shall be established to guarantee timely and effective service provision, and clients and stakeholders shall be able to submit requests and inquiries through official communication channels.

6. In the implementation of the WFH arrangement and energy conservation measures, all offices shall ensure compliance with the provisions of **Republic Act No. 11032** or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018* and shall maintain zero backlog for frontline and non-frontline services. No delay attributable to the WFH arrangement shall be allowed.

7. Monitoring of attendance and performance of personnel availing of the WFH arrangement shall strictly comply with the reporting mechanisms prescribed under **DepEd Order No. 004, s. 2025**, including the submission of Daily Time Records, Individual Daily Logs, and Accomplishment Reports duly approved by the respective immediate supervisors.

8. All other provisions of the said memorandum shall remain in effect.

9. Attached herewith is DepEd Memorandum No. 018, s. 2026 for reference..

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




Digitally signed by  
Mendoza Homer  
Napenas  
Date: 2026.03.09  
13:05:59 +08:00

**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:  
ENERGY CONSERVATION  
FLEXIBLE WORK ARRANGEMENTS  
WORK FROM HOME  
OFFICIALS  
EMPLOYEES

asu/rby 



Republic of the Philippines  
**Department of Education**

MAR 08 2026

DepEd MEMORANDUM  
No. **018**, s. 2026

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

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Division Chiefs  
Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In compliance with Memorandum Circular (MC) No. 114 issued by the Office of the President (OP) on March 6, 2026, the Department of Education (DepEd) directs the strict adoption of energy conservation protocols and flexible work arrangements as earlier authorized under DepEd Order (DO) No. 004, s. 2025 (Flexible Work Arrangements in the Department of Education).
2. These 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 sooner revoked by OP.

**Energy Conservation Protocols**

3. All DepEd offices 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.
  - b. Activate sleep settings on all office equipment.
  - c. Strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours.
  - d. Minimize elevator use by encouraging personnel to take the stairs when moving one floor up or down, where practicable.
4. All meetings for inter-agency coordination, consultations, and conferences shall be held virtually. Physical meetings or workshops are allowed only when necessary or operationally indispensable.

Official travel shall be authorized only for essential and critical functions, specifically when the objectives of the activity cannot be effectively achieved through alternative modalities such as virtual meetings or electronic communications.

5. All DepEd offices shall strengthen fleet-efficiency measures to reduce fuel consumption and improve the fuel-economy performance of government transport. These measures include:

- a. Consolidating trips by combining official tasks and destinations to reduce vehicle deployments.
- b. Optimizing routes using the shortest, least-congested travel paths and coordinated scheduling.
- c. Strictly minimizing engine idling during waiting periods, except when operationally necessary.
- d. Adopting the “full-tank method” for precise fuel monitoring and adhering to rigid preventive vehicle maintenance.

#### **Flexible Work Arrangements (FWA)**

6. DepEd shall adopt a **four-day onsite work arrangement from Monday to Thursday**. In accordance with MC No. 114, s. 2026, **Friday** is designated as the common work-from-home (WFH) day for all covered personnel. For the duration of this 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 arrangement under this Memorandum shall continue to apply to all non-teaching and related-teaching personnel of the Department, including Contract 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 the continuous, efficient, and uninterrupted delivery of government services, particularly those providing frontline services. Appropriate mechanisms shall be established to guarantee timely and effective service provision even under remote work arrangements. Clients and stakeholders shall be able to submit requests and lodge inquiries 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 Service Delivery Act of 2018 and shall maintain zero-backlog for all frontline and non-frontline services. Heads of offices shall institute mechanisms to ensure service delivery timelines are strictly observed whether 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 the 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 supervisors.

13. For immediate and strict compliance.



**SONNY ANGARA**  
Secretary

Reference:

DepEd Order (No. 004, s. 2025)

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

BUREAUS AND OFFICES  
EMPLOYEES  
ENERGY CONSERVATION  
FLEXIBLE WORK ARRANGEMENTS

FRONTLINE SERVICES  
OFFICIALS  
SERVICE DELIVERY  
WORK FROM HOME