



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

31, Mar 2026

DIVISION MEMORANDUM

No. 190, s. 2026

**CLARIFICATION ON THE IMPLEMENTATION OF WORK-FROM-HOME (WFH)
EVERY FRIDAY UNDER DEPED MEMORANDUM NO. 018, S. 2026**

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

1. This memorandum disseminates the Memorandum from the Office of the Undersecretary and Chief of Staff dated March 11, 2026, regarding the clarification on Work-From-Home (WFH) arrangement under DepEd Memorandum No. 018, s. 2026.
2. The Department of Education issues the following clarifications:
 - a. The Work-From-Home arrangement every Friday is implemented in line with the energy conservation protocols and flexible work arrangements, adopting a four-day onsite work schedule from Monday to Thursday and designating Friday as the common WFH day.
 - b. The WFH arrangement applies only to non-teaching and related-teaching personnel in DepEd offices.
 - c. Teaching personnel shall continue to follow their existing class schedules to ensure uninterrupted classes and the orderly conduct of end-of-school-year (EOSY) activities.
 - d. School-based personnel are not covered by Memorandum Circular No. 114, s. 2026. Consequently, the WFH provision under DepEd Order No. 004, s. 2025 for school-based non-teaching and related-teaching personnel is temporarily suspended until further notice to ensure the orderly conduct of EOSY activities.
 - e. All other provisions of DepEd Memorandum No. 018, s. 2026 remain in effect.



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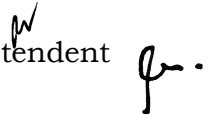
3. All personnel concerned are directed to note this clarification and ensure its proper implementation within their respective offices and schools.
4. For immediate and widest dissemination.



Digitally signed by
Mendoza Homer
Napenas
Date: 2026.03.27
00:22:04 +08:00

HOMER N. MENDOZA

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



Encl: *As stated*

Reference: None

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

GUIDELINES


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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

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

FROM : 
ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary



SUBJECT : Clarification on the Implementation of Work from Home
Every Friday Under DepEd Memorandum No. 018, s. 2026

DATE : March 11, 2026

1. This clarifies the implementation of the work-from-home (WFH) arrangement every Friday under DepEd Memorandum (DM) No. 018, s. 2026 (Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114), which adopts a four-day onsite work schedule from Monday to Thursday and designates Friday as the common WFH day.
2. The WFH arrangement applies only to nonteaching and related-teaching personnel in DepEd offices. Teaching personnel shall continue to follow their existing class schedules to ensure uninterrupted classes and end-of-school-year (EOSY) activities.
3. The Memorandum Circular No. 114, s. 2026 does not cover school-based personnel. The WFH provision under DepEd No. 004, s. 2025 (Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education) for school-based nonteaching and related-teaching personnel is temporarily suspended until further notice to ensure the orderly conduct of EOSY activities.
4. All other provisions of DM 018, s. 2026 shall remain in effect.
5. For guidance and strict compliance.