



Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

March 9, 2026

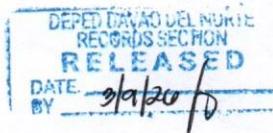
**DIVISION MEMORANDUM**

No. **0098** s. 2026

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

To: Chief Education Supervisor, Curriculum Implementation Division  
 Chief Education Supervisor, School Governance and Operations Division  
 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 No. 004, s. 2025 (Flexible Work Arrangements in the Department of Education).
2. With this, this Division shall adopt a four-day onsite work arrangement from Monday to Thursday and Friday will be the designated common work-from-home (WFH) for all Non-Teaching and Related-Teaching Personnel. Teaching Personnel shall continue to adhere to their existing class schedules and school arrangement from Monday to Friday to ensure uninterrupted conduct of classes and end-of-school-year activities.
3. All Non-Teaching and Related-Teaching shall be assigned WFH tasks and shall complete and report their daily deliverables and accomplishments. Duly accomplished Individual Daily Logs and Accomplishment Reports (IDLAR) shall be attached in the submission of the Daily Time Record (DTR).
4. To reduce fuel consumption, all 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. Usage of DepEd Official Vehicle during Fridays will not be allowed, unless deemed necessary.
5. In participating the different programs and activities, the Equal Opportunities Principle (EOP) shall be observed at all times where all individuals are fully recognized regardless of gender, religion, ethnicity, and political affiliations.
6. Immediate dissemination of this memorandum is desired for the information and guidance of all concerned.



**REBONFAMIL R. BAGUIO**  
 Assistant Regional Director  
 Concurrent, Officer-in-Charge  
 Office of the Schools Division Superintendent

Enclosure: As Stated  
 Personnel - JM CB

FN: Adoption of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular Np. 114



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Republic of the Philippines  
**Department of Education**

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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.

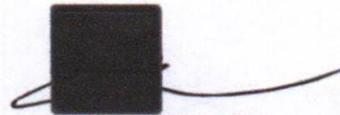
9. Compared to the four-day compressed work week which would require extended working hours, the adoption of the common WFH shall ensure inclusivity of work arrangement among solo parent, senior citizens, Persons with Disabilities personnel.

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

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT  
(WORK FROM HOME)**

**NAME :** JUAN L. DELA CRUZ  
**POSITION :** Administrative Officer II  
**DIVISION :** Personnel Division  
**Bureau/Service:** Bureau of Human Resource and Organizational Development

**Date/s Covered:** January 1-15, 2025

<b>Date and Actual Time logs</b>	<b>Actual Accomplishments</b>
01/06/2025 Time-in: 8:02 AM Time out: 5:30 PM	<ul style="list-style-type: none"> <li>• Prepared Minutes of Meeting</li> <li>• Attended online Meeting re: "Paper Evaluation of the Office Screening Committee (OSC)"</li> <li>• Drafted five (5) correspondences</li> <li>• Updated document tracking database</li> </ul>
01/07/2025 Time-in: 7:18 AM Time out: 4:18 PM	<ul style="list-style-type: none"> <li>• Drafted Memorandum on the Invitation for Regional Consultative Meeting</li> <li>• Conducted coordination meeting with Key Bureau offices</li> <li>• Finalized Draft Policy for vetting by the Office of the Director</li> <li>• Prepared liquidation report</li> </ul>

Submitted by:

Attested by:

**JUAN L. DELA CRUZ**  
 Administrative Officer II  
 Personnel Division

**MA. CORAZON A. SANTOS**  
 Chief Administrative Office  
 Personnel Division