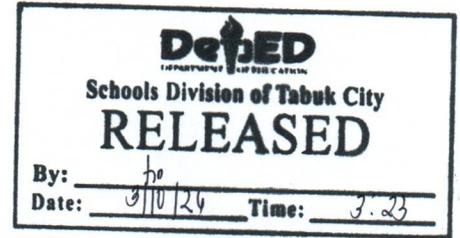




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

March 10, 2026

**DIVISION MEMORANDUM**

NO. 115, s.2026

**IMPLEMENTATION OF DEPED MEMORANDUM NO.018, SERIES 2026  
(RE: IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORK  
ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION)**

To: Asst. Schools Division Superintendent  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads/TICs  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. In reference to **DepEd Memorandum No. 018, series 2026** titled Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education pursuant to **Memorandum Circular No. 114** issued by the **Office of the President (OP)** on March 6, 2026, this Division hereby directs all functional division, section, unit offices and public schools to implement appropriate energy conservation measures and flexible work arrangements in order to promote the efficient use of electricity and other energy resources within the Division.
2. This initiative supports the national government's efforts to ensure responsible energy consumption in all government agencies, while maintaining the continuous delivery of public services and ensuring that educational operations remain effective and uninterrupted.
3. In line with this, the following Work Arrangements shall be observed in the Schools Division Office effective on **Friday, March 13, 2026.**



**Address:** Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga  
**Email:** tabuk.city@deped.gov.ph  
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DepEd Tayo Tabuk City



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**Schools Division of Tabuk City**

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**Office of the Schools Division Superintendent**

- a. Four -Day Onsite Work Arrangement, all personnel in the Schools Division Office shall report onsite from **Monday** to **Thursday**.
  - b. **Work-From-Home (WFH)** Arrangement, **Fridays** shall be designated as Work -From-Home (WFH) for non-teaching and related teaching personnel including Contract of Service (COS) and Job Order (JO) employees in the Division Office, subject to submission of required outputs and accomplishment reports.
  - c. Personnel in the schools shall continue to follow their existing class schedules and school arrangements to ensure the uninterrupted delivery of instruction and conduct of school activities.
  - d. Conduct of Classes in Schools Public elementary and secondary schools shall continue to observe the regular five (5)-day conduct of classes from **Monday** to **Friday**, in accordance with the approved school calendar and existing DepEd policies. Any modification to this arrangement shall only be implemented upon issuance of a new memorandum or directive from higher authorities or this Office.
  - e. Monitoring and Accountability, Immediate supervisors shall monitor the productivity and attendance of personnel through the following:
    1. Daily Time Record (DTR)  
Individual Work-From-Home Plan
    2. Accomplishment Reports
    3. Other required outputs
4. All offices and schools are likewise directed to strictly observe energy conservation protocols in support of the national government's effort to ensure responsible energy consumption.

The following measures shall be implemented:

- a. Air-conditioning units shall be set at a temperature not lower than 24°C to optimize electricity consumption.



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**Office of the Schools Division Superintendent**

- b. Limit the use of air-conditioning units only to essentials offices or rooms where necessary and ensure that these are turned off when not in use.
  - c. Maximize the use of natural lighting and ventilation by opening windows and utilizing electric fans whenever possible.
  - d. Turn off lights, computers, printers, projectors, and other electrical equipment when not in use, particularly during lunch breaks and after office hours.
  - e. Unplug electrical devices and chargers when not in use to prevent unnecessary power consumption.
  - f. Minimize unnecessary travel and official trips and utilize online platforms for meetings, monitoring, and coordination whenever feasible.
  - g. All other energy-saving practices in relevant DepEd and national government issuances on energy conservation shall likewise be observed.
5. The Administrative Officer of the Schools Division Office shall ensure the strict implementation and compliance with the energy conservation measures prescribed in this Memorandum.
  6. Trip Tickets and Fuel Requisition Slips shall be countersigned by the Assistant Schools Division Superintendent (ASDS) prior to the approval of the Schools Division Superintendent (SDS) to ensure that official travel is necessary and aligned with the Division's energy conservation efforts.
  7. Attached are the DepEd memorandum No. 018, series 2026 and the Work Plan Template for reference and compliance
  8. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



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Republic of the Philippines  
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**Schools Division of Tabuk City**

Office of the Schools Division Superintendent

**INDIVIDUAL WORK FROM HOME PLAN**

Name of Personnel:

Position:

Division/Office/School:

Period Covered:

Time Logs	Key Result Area (KRA)	Performance Indicators	Planned Activities/Target Deliverables

**Submitted by:**

**Approved by:**

\_\_\_\_\_  
Name of Personnel

\_\_\_\_\_  
Immediate Head

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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**Schools Division of Tabuk City**

**Office of the Schools Division Superintendent**

**WORK FROM HOME ACCOMPLISHMENT REPORT**

Name of Personnel:

Position:

Division/Office/School:

Period Covered:

Time Logs	Key Result Area (KRA)	Performance Indicators	Accomplishment

**Submitted by:**

**Approved by:**

\_\_\_\_\_

Name of Personnel

\_\_\_\_\_

Immediate Head

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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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