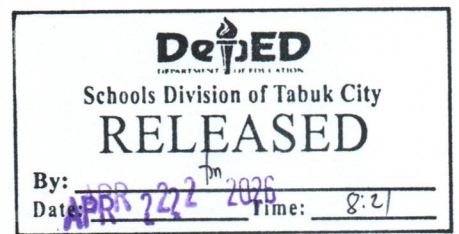




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**



No. 1168 Series 2026

TO: Assistant Schools Division Superintendent  
Secondary and Elementary School Principals  
All Non-Teaching Personnel (School Based)  
All Other Concerned

DATE: April 21, 2026

SUBJECT: **IMPLEMENTATION OF WORK-FROM-HOME ARRANGEMENT  
EVERY FRIDAY FOR SCHOOL-BASED PERSONNEL DURING END-  
OF-SCHOOL-YEAR BREAK**

1. Pursuant to the DepEd Memorandum from the Office of the Secretary, Atty. Fatima D. Panontongan, Chief of Staff, this memorandum amends the provisions of the Memorandum dated March 11, 2026, titled "Clarification on the Implementation of Work-From-Home (WFH) Every Friday under DepEd Memorandum No. 018, s. 2026.
2. In line with the Department's energy conservation efforts and consistent with DM 018, s. 2026 titled "Implementation of Energy Conservation Protocols and Flexible Work Arrangements (WFA) in the Department of Education Pursuant to memorandum Circular No. 114). FWA adopting a four-day onsite work schedule (Monday to Thursday) and WFH on Fridays shall also apply to school-based non-teaching and related teaching personnel for the period from April 10, 2026, to June 5, 2026.
3. Relative to this, all School Heads of Schools Division Office of Tabuk City shall ensure that the implementation of WFH arrangements does not disrupt essential school operations and that staffing arrangements are in place, as necessary.
4. All other provisions of DM 018, series 2026, and the March 11, 2026, clarificatory Memorandum that is not affected by the issuance shall remain in effect.
5. For information and immediate dissemination to all concerned.

  
**CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI**  
OIC-Schools Division Superintendent 



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