



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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11 Mar 2026

**DIVISION MEMORANDUM**

No. **028** , s. 2026

**REITERATION OF DEPED MEMORANDUM NO. 18, S. 2026 RE:  
IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE  
WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Public Schools District Supervisors/PIC  
Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. In relation to DepEd Memorandum no. 18, s. 2026, titled, "Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114," dated, March 8, 2026, this office reiterates the provisions and guidelines stated therein for the information, guidance, and strict compliance of all concerned personnel.
2. This office would also like to reiterate the following provisions:
  - ENERGY CONSERVATION PROTOCOLS**
    - a) Maintain a standard thermostat setting of 24°C for air-conditioned spaces.
    - b) Activate sleep settings on all equipment.
    - c) Strictly turn off non-essential lights and electronic equipment during lunch breaks and after working hours.
  - FLEXIBLE WORK ARRANGEMENTS (WFH)**
    - d) DepEd shall adopt a ***four-day onsite work arrangement from Monday to Thursday. Friday is designated as the common work-from-home (WFH) day*** for all covered personnel.
    - e) The adoption of WFH under this Memorandum shall apply to all non-teaching and related-teaching personnel of the DepEd, including Contract of Service and Job Order employees. ***Teaching personnel shall continue to adhere to their existing class schedule and school arrangements*** provided under DO 004, s. 2025.
    - f) All office-based personnel, including those whose functions cannot be performed off-sit, 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 with appropriate tasks during the WFH day.
    - g) Monitoring of attendance and performance of all personnel availing of the WFH arrangement must strictly comply with the reporting mechanism



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prescribed under DO 004, s. 2025 such as submissions of Daily time Record and duly accomplished Individual daily Logs and Accomplishment Reports, approved by the respective immediate supervisors.

3. This shall be implemented starting March 9, 2026.
4. For inquiries, contact Mr. Roel D. Balbareno at 09773941073.
5. For the information and guidance of all concerned.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

COMMUNICATIONS  
CORRESPONDENCE

Roel D. Balbareno/OSDS/DM – reiteration of deped memorandum no. 18, s. 2026 re: implementation of energy conservation protocols and flexible work arrangements in the department of education

0216/March 11, 2026



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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.

DepEd Complex, Meralco Avenue, Pasig City 1600



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8636-4876/8637-6209



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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.



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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	FRONTLINE SERVICES
EMPLOYEES	OFFICIALS
ENERGY CONSERVATION	SERVICE DELIVERY
FLEXIBLE WORK ARRANGEMENTS	WORK FROM HOME

IGG DM Implementation of Energy Conservation Protocols and FWAs in DepEd Pursuant to MC No. 114  
0094 – March 8, 2026