



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

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11 Mar 2026

**DIVISION MEMORANDUM**  
OSDS-2026-036

**FROM** : **RUTH L. ESTACIO PhD, CESO VI**  
Schools Division Superintendent

**SUBJECT** : **REITERATION OF DEPED MEMORANDUM NO. 18, S. 2026 TITLED “IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION PURSUANT OF MEMORANDUM CIRCULAR NO. 114”**

**TO** : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Heads of offices and schools  
All Division Office Personnel  
All Others Concerned

**DATE** : 9 March 2026

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1. In reference 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,*” all schools and offices in this Division are hereby directed to strictly comply with the prescribed **energy conservation protocols and flexible work arrangements (FWA)**.
2. Pursuant to the guidelines, the Department shall adopt a **four-day onsite work arrangement from Monday to Thursday**, while **Friday shall be designated as the common Work-From-Home (WFH) day** for all covered personnel. This arrangement shall apply to all non-teaching and related teaching personnel, including Contract of Service and Job Order employees, in accordance with DepEd Order No. 004, s. 2025. Teaching personnel shall continue to follow their existing class schedules and school arrangements.



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3. Heads of offices and school shall ensure that personnel assigned to WFH are given appropriate tasks and shall submit their required deliverables, including Daily Time Records, Individual Daily Logs, and Accomplishment Reports, duly approved by their immediate supervisors.
4. Offices providing frontline services shall ensure the continuous, efficient, and uninterrupted delivery of government services during the implementation of the WFH arrangement, consistent with Republic Act No. 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*. No delay in service delivery attributable to the WFH arrangement shall be allowed.
5. To support national efforts to reduce electricity and fuel consumption, all schools and offices shall implement the following energy conservation measures:
  - a. Maintain a standard thermostat setting of 24°C for air-conditioned spaces;
  - b. Activate sleep settings on computers and other office equipment;
  - c. Turn off non-essential lights and electronic devices during lunch breaks and after office hours; and
  - d. Encourage the use of stairs instead of elevators when practicable.
6. Meetings for coordination, consultations, and conferences shall be conducted virtually whenever possible, while physical meetings shall only be held when necessary.
7. Official travel shall be limited to essential and critical functions that cannot be effectively conducted through virtual or electronic means.
8. Offices shall likewise strengthen fleet-efficiency measures to reduce fuel consumption, including trip consolidation, route optimization, minimizing engine idling, and adopting the full-tank method for fuel monitoring and preventive vehicle maintenance.
9. School and Office Heads shall ensure the proper dissemination and strict implementation of this Memorandum. Compliance shall be monitored by the Division office.
10. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.



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Issued this 9<sup>th</sup> day of March 2026 at Alabel, Sarangani Province.

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

Encl.: N o n e

Reference: As stated

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

**PROGRAMS**

Irma May G. Dinasas/OSDS/MLA – reiteration of deped memorandum no. 18, s. 2026 titled “implementation of energy conservation protocols and flexible work arrangements in the department of education pursuant of memorandum circular no. 114

0217/March 11, 2026



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