



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

13 Apr 2026

DIVISION MEMORANDUM

No. **040** , s. 2026

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

To: All School-Based Personnel
This Division

1. In line with the Department's energy conservation efforts and consistent with DM 018, s. 2026, this memorandum reiterates the implementation of a Work-from-Home (WFH) arrangement every Friday for all school-based personnel during the End-of-School-Year (EOSY) break, effective from April 10, 2026 to June 5, 2026.
2. Attached is the Department Memorandum for reference.
3. For inquiries, contact Roel D. Balbareno at 09773941073.
4. For the information, guidance and compliance 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:

WORK HOURS

Roel D. Balbareno/OSDS/DM – reiteration of work-from-home arrangement every friday
for school-based personnel during end-of-school-year break
0275/April 13, 2026



Republic of the Philippines
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SCHOOLS DIVISION OF SARANGANI



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary

SUBJECT : Implementation of Work-from-Home Arrangement Every Friday
for School-Based Personnel during End-of-School-Year Break

DATE : April 9, 2026

1. 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 (DM) No. 018, s. 2026.
2. In line with the Department's energy conservation efforts and consistent with DM 018, s. 2026 [Implementation of Energy Conservation Protocols and Flexible Work Arrangements (FWA) 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 nonteaching and related teaching personnel for the period from April 10, 2026, to June 5, 2026.**
3. School heads shall ensure that the implementation of WFH arrangements does not disrupt essential school operations and that appropriate staffing arrangements are in place, as necessary.
4. All other provisions of DM 018, s. 2026, and the March 11, 2026, clarificatory Memorandum that is not affected by this issuance shall remain in effect.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

MSM- M Implementation of Work-from-Home Arrangement Every Friday
0144 – April 9, 2026



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