



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 15 2025

MEMORANDUM

**MEMORANDUM CIRCULAR NO. 81, GOVERNMENT OFFICES SHALL ADOPT
WORK FROM HOME (WFH) ARRANGEMENTS FROM 8:00 AM to 12:00 PM on
APRIL 16, 2025**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisor, SGOD
Public Elementary and Secondary School Heads
Administrative Officer V
All Others Concerned

1. Attached is the Memorandum Circular No. 81 dated April 14, 2025, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. All are expected to submit accomplishment report.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:





GOVERNMENT OFFICE EMPLOYEES

MB/NAV/DM – MEMORANDUM CIRCULAR NO. 81, GOVERNMENT OFFICES SHALL ADOPT WORK FROM HOME (WFH) ARRANGEMENTS
FROM 8:00 AM to 12:00 PM on APRIL 16, 2025

167/ April 15, 2025

UN-2025-167



 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
 8805-9935, 8805-9940
 sdo.muntinlupa@gmail.com
 deped-muntinlupa.com



Office of the President
Malacañang

MEMORANDUM CIRCULAR NO. 81

To provide government employees full opportunity to properly observe Maundy Thursday and Good Friday on 17-18 April 2025, and to allow them to travel to and from the different regions in the country, the following arrangements are hereby adopted in government offices on 16 April 2025: (a) work from home from 8:00 in the morning to 12:00 in the afternoon, subject to existing laws, rules and regulations; and (b) suspension of work in government offices, from 12:00 in the afternoon onwards.

However, agencies whose functions involve the delivery of basic and health services, preparedness/response to disasters and calamities, and/or the performance of other vital services shall continue with their operations under usual working arrangements and render the necessary services.

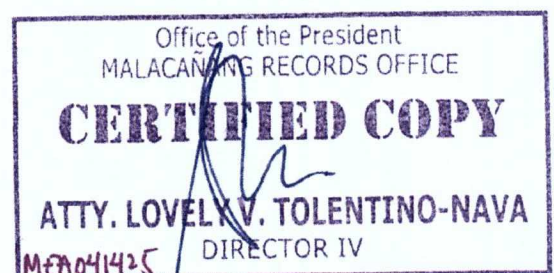
The adoption of work from home and suspension of work for private companies and offices is left to the discretion of their respective employers.

This Circular shall take effect immediately.

By authority of the President:


LUCAS P. BERSAMIN
Executive Secretary

Manila, 14 April 2025



**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(WORK FROM HOME)**

NAME : JUAN L. DELA CRUZ
POSITION : Administrative Officer II
DIVISION : Personnel Division
Bureau/Service: Bureau of Human Resource and Organizational Development

Date/s Covered: January 1-15, 2025

| Date and Actual Time logs | Actual Accomplishments |
|---|--|
| 01/06/2025 Time-in: 8:02 AM Time out: 5:30 PM | <ul style="list-style-type: none">• Prepared Minutes of Meeting• Attended online Meeting re: "Paper Evaluation of the Office Screening Committee (OSC)"• Drafted five (5) correspondences• Updated document tracking database |
| 01/07/2025 Time-in: 7:18 AM Time out: 4:18 PM | <ul style="list-style-type: none">• Drafted Memorandum on the Invitation for Regional Consultative Meeting• Conducted coordination meeting with Key Bureau offices• Finalized Draft Policy for vetting by the Office of the Director• Prepared liquidation report |

Submitted by:

Attested by:

JUAN L. DELA CRUZ
Administrative Officer II
Personnel Division

MA. CORAZON A. SANTOS
Chief Administrative Office
Personnel Division

