



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 12 2026

DIVISION MEMORANDUM

No. 116, s. 2026

**IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND
FLEXIBLE WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION
PURSUANT TO MEMORANDUM CIRCULAR NO. 114**

To : Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Unit/Section Heads
All Others Concerned

1. Relative to **DepEd Memorandum No. 018, s. 2026**, which implements energy conservation measures and flexible work arrangements pursuant to **Memorandum Circular No. 114**, effective **March 9, 2026**, the contents thereof are hereby disseminated for the information and guidance of all concerned.

2. All Heads of Offices in the Schools Division Office and School Heads are hereby reminded to undertake the following tasks:

- a. Disseminate this Memorandum to all concerned personnel under their supervision;
- b. Assign appropriate **Work-From-Home (WFH)** tasks to office-based personnel, including functions that may be performed off-site, through the following link: **<https://tinyurl.com/MO7-WFH-WORK-TASKS>**;
- c. Monitor compliance with assigned WFH tasks to ensure the completion and reporting of daily deliverables and accomplishments; and
- d. Ensure that personnel accomplish the Individual Daily Log and Accomplishment Report (Enclosure 1) and submit the required monitoring forms for attendance and WFH arrangements through the following links:
 - Individual Accomplishment Report:
<https://tinyurl.com/MUNTIWARWFH2026>
 - SDO Personnel Log-In and Out Portal:
<https://tinyurl.com/MUNTIWFHPORTAL>

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NUM-2026-116



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

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3. In line with the implementation of the said Memorandum, all personnel are further reminded of the following energy conservation and operational protocols:

- a. **No out-of-town SDO activities** shall be allowed until further notice.
- b. All **inter-agency coordination, conferences, and meetings** shall be conducted **online**.
- c. To conserve electricity, personnel are advised **not to turn off air-conditioning units during lunch breaks**, as frequent switching on and off consumes more electricity. Instead, turn off air-conditioning units **30 minutes before the end of the workday**. Ensure that all electrical devices and appliances are properly turned off before leaving the office.
- d. **Overtime work is strictly prohibited**. All offices must be vacated by **5:00 PM**, with a grace period of only until **5:30 PM**. Personnel availing of **flexitime** must adjust their schedules accordingly to ensure that the latest time-out shall not exceed **5:30 PM**.
- e. In compliance with **DepEd Memorandum No. 018, s. 2026**, the Schools Division Office shall observe the following work arrangement:
 - **Monday to Thursday – Onsite Work**
 - **Friday – Work-From-Home (WFH)**

Personnel are required to **keep their communication lines open during the WFH period**.

- f. **Utility Personnel** shall follow a **compressed four-day workweek schedule**:

Monday to Thursday: 6:30 AM – 5:30 PM

Drivers shall likewise adhere to the compressed four-day workweek schedule unless they are required to work on Fridays for Official Business.

This arrangement is implemented as the nature of their duties cannot be performed under a work-from-home set-up.

- g. All **Unit Heads** shall strictly monitor WFH tasks. Required documents prescribed under **DepEd Order No. 004, s. 2025** must be submitted as supporting documents for the WFH arrangement.
- h. **City-paid employees** assigned to the Schools Division Office shall follow the work arrangements directed by the Department of Education.



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4. **Schools are not covered** by the implementation of the four-day work arrangement. All public elementary and secondary schools shall continue to observe their regular **work and class schedules** unless otherwise directed through a separate issuance.
5. All personnel under the Work-From-Home arrangement shall accomplish and submit the Undertaking to Perform Work from Home (Enclosure 2) as part of the documentation and compliance requirements for the implementation of the flexible work arrangement.
6. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: as stated
References: as stated
To be indicated in the Perpetual Index
under the following subjects:

CONSERVATION
ENERGY
EMPLOYEES
FLEXIBLE WORK ARRANGEMENT
SCHEDULE
TEACHERS

LAR/DM/Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114
116 /March 11, 2026



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(WORK FROM HOME)

NAME : _____
POSITION : _____
DIVISION : _____
UNIT/SECTION : _____
Date Covered : _____

Date and Actual Time Logs	Actual Accomplishments

Submitted by: _____

Attested by: _____



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

UNDERTAKING TO PERFORM WORK FROM HOME

I, _____, holding the position of _____ at _____ do hereby voluntarily execute this Undertaking in favor of the SDO Muntinlupa and declare as follows:

1. I understand and agree that I have been authorized to perform my official duties and responsibilities on a Work-From-Home (WFH) arrangement every Friday.
2. I commit to perform my assigned duties and responsibilities faithfully, diligently, and truthfully at all times, in accordance with the DepEd and CSC's policies, procedures, and performance standards, as if I were physically present in the office.
3. I shall treat with strict confidentiality all documents, data, records, information, and materials that come into my possession or knowledge by reason of my employment. I shall not disclose, reproduce, or use the same for any purpose other than the performance of my official duties, and I shall take all necessary precautions to prevent unauthorized access, loss, or leakage of such information.
4. Should I be allowed to take home any government property, equipment, or materials (such as laptop, monitor, documents, or other office assets), I shall be fully responsible for their proper care, custody, and safekeeping. I undertake to return them in good working conditions upon demand or at the end of the WFH arrangement. I shall be liable for any loss, damage, or deterioration of said documents and property, and I agree to reimburse or replace the same at my own expense.
5. I acknowledge that any violation of this Undertaking may result in disciplinary action and may also subject me to civil or criminal liability as may be warranted under applicable laws.

This Undertaking is executed freely and voluntarily and shall form part of my employment record.

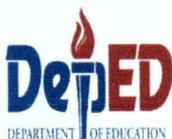
Signed this _____ day of March 2026, at Muntinlupa City, Philippines.

Signature over Printed Name

Employee No.: _____
Department/Division: _____
Mobile No.: _____

Witnessed by:

Immediate Supervisor
Date: _____





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.

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.

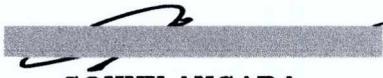
9. Compared to the four-day compressed work week which would require extended working hours, the adoption of the common WFH shall ensure inclusivity of work arrangement among solo parent, senior citizens, Persons with Disabilities personnel.

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.

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
EMPLOYEES
ENERGY CONSERVATION
FLEXIBLE WORK ARRANGEMENTS

FRONTLINE SERVICES
OFFICIALS
SERVICE DELIVERY
WORK FROM HOME



Re: [DEPED MEMORANDUM] Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114

From Deped Butuan City <butuan.city@deped.gov.ph>
Date Mon 3/9/2026 8:40 AM
To Publications Division <pas.pd@deped.gov.ph>
Cc Office of the Secretary <osec@deped.gov.ph>; Office of the USec for Human Resource & Organizational Dev (OUHROD) <usec.hrod@deped.gov.ph>; Office of the Undersecretary for Curriculum and Teaching (OUCT) <ouct@deped.gov.ph>; Office of Assistant Secretary for Curriculum and Teaching <oasct@deped.gov.ph>; Office of the Undersecretary for Procurement (OUPro) <oupro@deped.gov.ph>; Office of the Assistant Secretary for Procurement (OASP) <oasp@deped.gov.ph>; Office of the Undersecretary for Operations <ouops@deped.gov.ph>; Third-Level Management (TLM) Unit <3rdlevel@deped.gov.ph>; Office of the Assistant Secretary for Operations <asec.ops@deped.gov.ph>; Office of the Assistant Secretary for Operations <oasops@deped.gov.ph>; Office of the Undersecretary for Legal Affairs (OULA) <oula@deped.gov.ph>; Office of the Assistant Secretary for Legal Affairs <oasla@deped.gov.ph>; PRIVATE EDUCATION <private.education@deped.gov.ph>; Office of the Undersecretary for Support to the Implementation of Public-Private Partnership <ousip@deped.gov.ph>; Office of the Undersecretary for Finance (Disbursements and Accounting) <oufda@deped.gov.ph>; Undersecretary for Finance - Budget and Performance Monitoring <usec.financebpm@deped.gov.ph>; Public Affairs Service - Office of the Director <pas.od@deped.gov.ph>; External Partnerships <externalpartnerships@deped.gov.ph>; Internal Audit Service Office of the Director <ias.od@deped.gov.ph>; CONTRACT MANAGEMENT DIVISION PROCUREMENT MANAGEMENT SERVICE <procms.cmd@deped.gov.ph>

Acknowledged.

On Sun, Mar 8, 2026 at 10:51 PM Publications Division <pas.pd@deped.gov.ph> wrote:
Good day!

For the information and guidance of all concerned, this Office informs you of the issuance of DepEd Memorandum No. 018, s. 2026 titled Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114.

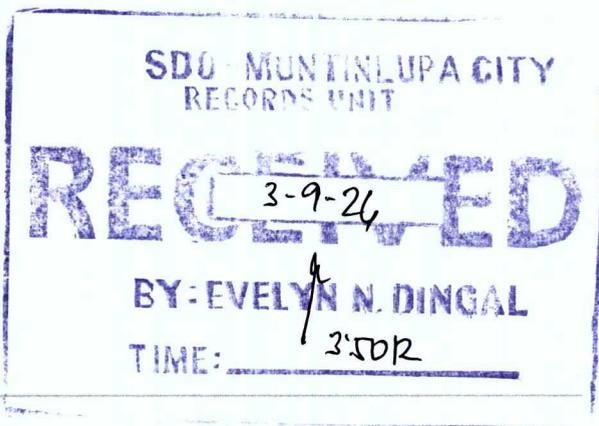
The Memorandum can be accessed through this link. ✓

For your information and appropriate action.

Thank you.

Kind regards,

Publications Division /igg
Public Affairs Service
Department of Education Central Office
(02) 8633-9341



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You may scan the QR code to access the survey on your mobile device:



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