



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM

No. 117, s. 2026

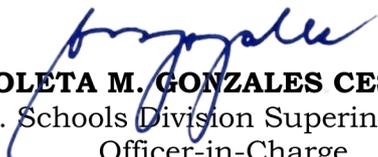
**CLARIFICATION ON THE IMPLEMENTATION OF WORK FROM HOME EVERY
FRIDAY UNDER DEPED MEMORANDUM No. 018, s. 2026**

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

1. This is in reference to the attached Unnumbered Memorandum dated March 11, 2026 signed by Atty. Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff, Office of the Secretary, relative to the above-captioned subject, contents of which are self-explanatory, for information and appropriate action.

2. In this regard, this Office reiterates the provisions of the aforementioned issuance, particularly Paragraph 3, which states that: *“Memorandum Circular No. 114, s. 2026 does not cover school-based personnel. The Work-from-Home (WFH) provision under DepEd Order No. 004, s. 2025 (Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education) for school-based non-teaching and related teaching personnel is temporarily suspended until further notice to ensure the orderly conduct of End-of-School-Year (EOSY) activities.”*

3. For guidance and strict compliance.


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:

SCHOOL-BASED PERSONNEL
ENERGY CONSERVATIONS
FLEXIBLE WORK ARRANGEMENTS
WORK FROM HOME

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

117 /March 11, 2026

NUM-2026-117



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



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 : Clarification on the Implementation of Work from Home
Every Friday Under DepEd Memorandum No. 018, s. 2026

DATE : March 11, 2026

1. This clarifies the implementation of the work-from-home (WFH) arrangement every Friday under DepEd Memorandum (DM) No. 018, s. 2026 (Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114), which adopts a four-day onsite work schedule from Monday to Thursday and designates Friday as the common WFH day.
2. The WFH arrangement applies only to nonteaching and related-teaching personnel in DepEd offices. Teaching personnel shall continue to follow their existing class schedules to ensure uninterrupted classes and end-of-school-year (EOSY) activities.
3. The Memorandum Circular No. 114, s. 2026 does not cover school-based personnel. The WFH provision under DepEd No. 004, s. 2025 (Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education) for school-based nonteaching and related-teaching personnel is temporarily suspended until further notice to ensure the orderly conduct of EOSY activities.
4. All other provisions of DM 018, s. 2026 shall remain in effect.
5. For guidance and strict compliance.

JMC. M Clarification on the Implementation of WFH Every Friday
0008 - March 11, 2026