



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 17 2026

MEMORANDUM

**IMPLEMENTATION OF WORK ARRANGEMENTS FOR SUPPORT STAFF
ASSIGNED TO NATIONAL GOVERNMENT AGENCIES**

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. Attached is Memorandum No. 2026-009 dated March 11, 2026, signed by Atty. Genesis M. Santiago, Department Head of the City Human Resources Management Department, regarding the above-captioned subject, effective March 12, 2026, for your information and appropriate action.

2. In relation thereto, Division Memorandum No. 116, s. 2026 dated March 12, 2026, was likewise issued reiterating that **utility personnel shall follow a compressed four-day workweek schedule from Monday to Thursday, 6:30 A.M. to 5:30 P.M.** Drivers shall also adhere to the compressed four-day workweek unless required to report for duty on Fridays due to official business.

3. The memorandum further states that if a **holiday falls on any day within the Monday to Friday work schedule**, city-paid workers shall temporarily revert to the **regular Monday to Friday work schedule**, either **7:00 A.M. to 4:00 P.M. or 8:00 A.M. to 5:00 P.M.**, to ensure equitable work distribution and the continuous delivery of services.

4. City-paid utility personnel assigned in schools are **not covered by the four-day compressed workweek** and shall continue to follow the **regular work schedule**, as schools are not included in the implementation of the Work From Home arrangements.

5. 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
136 / March 16, 2026

UN-2026-136



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

BC



Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



Memorandum No. 2026-009

TO : All Department and Office Heads

DATE : March 11, 2026

SUBJECT : Implementation of Work Arrangements

Pursuant to the Local Finance Committee Resolution No. 07, series of 2026, entitled "A Resolution Endorsing the Adoption of Energy Conservation Protocols Pursuant to Memorandum Circular No. 114 dated March 6, 2026, issued by the Office of the President", all concerned offices are hereby enjoined to observe and implement the work arrangement specified in the said Resolution **effective March 12, 2026**, as follows:

A. Offices Adopting the Four-day Compressed Workweek (7:00 AM - 6:00 PM, Monday to Thursday)

- ANTI-GRAFT
- ASSETS
- CENTRAL RECORDS
- ACCOUNTING
- BUDGET
- IRO
- CHRMD
- CPDO
- CADO Proper
- DA-ESO
- DIA
- DAPCO Proper
- EPRNO
- ECED
- GASO
- GAD
- LEIPO
- MIS
- COOP
- MCMAO
- MOTORPOOL
- LIBRARY
- MPDO
- ARCHITECT
- LEGAL
- CITY VET
- PCMO
- PESO
- SP
- SRMD
- SPCD
- TCAD/MUSEO
- UPAO
- YASDO
- ZONING
- BAC SECRETARIAT
- VMO
- MEFD
- OSCA Proper
- MCTI

In the event that a holiday falls on any day from Monday to Friday, the above offices shall temporarily revert to the regular Monday-to-Friday work schedule of 7:00 AM - 4:00 PM or 8:00 AM – 5:00 PM, as applicable, to ensure equitable work distribution and the continuous accomplishment of services, projects, and programs.

CENTRAL RECORDS OFFICE
RECEIVED

BY: Thera
DATE: 3/11/2026 TIME: 2:47 pm



Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



B. Offices Maintaining Regular Office Operations (Essential and Frontline Offices):

- BPLO
- SSD
- POSO
- MAYOR'S OFFICE- KMAC
- LCR
- DDRM
- MARKET
- CHO
- CDM
- PLMUN
- CSO
- ESC
- LMO
- PDAO
- MSD
- MTMB/TRU
- BUILDING
- ASSESSOR'S OFFICE
- ENGINEERING
- OSMUN
- SSD SAGIP
- DAPCO MDTL
- OSCA Satellite Office
- CADO Operations (Cemetery, Crematorium)

C. Offices Operating under Skeletal Workforce Arrangement:

- Office of the City Mayor
- Office of the City Administrator
- Public Information Office
- Office of the City Treasurer

D. Support Staff Assigned to National Government Agencies

Employees assigned as support staff to National Government Agencies shall follow the work arrangement implemented by the office where they are currently assigned

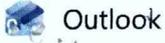
Department and Office Heads are directed to ensure the proper implementation of the prescribed work arrangements within their respective offices and observe the required forty-hour workweek while maintaining continuous and uninterrupted delivery of public services.

In addition, the strict implementation of the following energy conservation measures in all office premises is hereby reiterated. Engr. Dynadelle N. Aranda, Head of the Engineering Office, is directed to monitor compliance with these measures:

- Air-conditioning units shall be used strictly from 8:00 AM to 5:00 PM and must be set at 24°C.
- Non-essential lights and equipment must be turned off, and natural lighting should be maximized whenever possible.
- All office equipment must have sleep settings activated

For guidance and strict compliance.

Atty. GENESI M. SANTIAGO
Department Head



IMPLEMENTATION OF WORK ARRANGEMENTS

From CENTRAL RECORDS OFFICE <recordsmgtooffice@gmail.com>

Date Wed 3/11/2026 3:17 PM

To City Accounting Office <cityaccounting.muntinlupa@yahoo.com>; AntiGraft Office <antigraftoffice@gmail.com>; BAC MUNTINLUPA <bacmuntinlupa@gmail.com>; BPLO Muntinlupa <bplo.muntinlupa@yahoo.com>; admin@muntinlupacity.gov.ph <admin@muntinlupacity.gov.ph>; Architects Office <cityarchitects17@gmail.com>; City Budget and Management Department <budgetmuntinlupa@gmail.com>; obo@muntinlupacity.gov.ph <obo@muntinlupacity.gov.ph>; coop@muntinlupacity.gov.ph <coop@muntinlupacity.gov.ph>; nemeisantiago@outlook.com <nemeisantiago@outlook.com>; citycoopmuntinlupa cooperative <citycoopmuntinlupa@gmail.com>; Muntinlupa City Engineering <muntinlupacityengineering@gmail.com>; cho@muntinlupacity.gov.ph <cho@muntinlupacity.gov.ph>; City Human Resources Management Department Personnel <chrmd@muntinlupacity.gov.ph>; chrmdsurvey2020@gmail.com <chrmdsurvey2020@gmail.com>; CPDO Muntinlupa <cpdomuntinlupa@gmail.com>; cpdo@muntinlupacity.gov.ph <cpdo@muntinlupacity.gov.ph>; Alvin Veron <alvinveron@gmail.com>; City Security Office <cs0.muntinlupa@gmail.com>; motorpool@muntinlupacity.gov.ph <motorpool@muntinlupacity.gov.ph>

1 attachment (1 MB)

MM-2026-061_IMPLEMENTATION OF WORK ARRANGEMENTS.pdf;

TO: ALL HEADS OF THE DEPARTMENTS AND OFFICES

Dear Ma'am/Sir:

Greetings!

In line with the above subject matter, please see the file attached herewith.

Thank you.

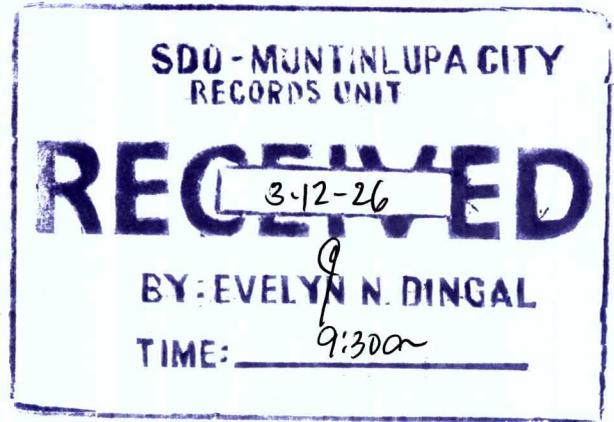
KINDLY ACKNOWLEDGE RECEIPT OF THIS EMAIL.

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JOMAICAH RAMOS
CENTRAL RECORDS OFFICE
(02) 8800-6487

recordsmgtooffice@gmail.com | records@muntinlupacity.gov.ph



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