



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools  
 Division Superintendent**

MAR 19 2026

**MEMORANDUM**

**DIRECTIVE ON STREAMLINED DELEGATION AND ADHERENCE TO ENERGY  
 CONSERVATION STANDARDS ON THE CONDUCT OF SIGNIFICANT  
 NATIONAL AND REGIONAL EVENTS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor, Curriculum Implementation Division  
 Chief Education Supervisor, School Governance and Operations Division  
 Public Elementary and Secondary School Heads/OICs  
 Administrative Officer V  
 All Others Concerned

1. Attached is a Memorandum from Atty. Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff, Office of the Secretary dated March 13, 2026, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. All concerned are strongly urged to ensure that delegations are composed in a streamlined and reasonable manner, maintaining a lean and strictly need-based delegation that includes learner participants (e.g., writers, performers, athletes, and competitors); coaches and assistant coaches; trainers; medical personnel; and a limited number of officials and chaperons whose attendance is essential for delegation management, safety, supervision, and participation in the following national and regional events:
  - a. 2026 National School Press Conference on April 13-17, 2026, in Ormoc City, Leyte
  - b. 2026 National Festival of Talents on April 18-22, 2026, in Roxas City, Capiz
  - c. 2026 Palarong Pambansa on May 24-31, 2026, in the Province of Agusan del Sur.
3. This directive is issued to support the government's energy saving measures, fiscal prudence, and responsible resource management, while ensuring the safe, orderly, and effective participation of learners in these events.
4. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

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

Enclosure: As stated  
 Reference: as stated  
 To be indicated in the **Perpetual Index**  
 Under the following subjects:

LEARNERS      OFFICIALS      DELEGATION      ENERGY CONSERVATION EVENTS

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 140 / March 18, 2026



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

**MEMORANDUM**

**TO :** Regional Directors  
School Division Superintendents  
School Heads  
All Others Concerned

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



**SUBJECT :** **DIRECTIVE ON STREAMLINED DELEGATION AND ADHERENCE TO ENERGY CONSERVATION STANDARDS ON THE CONDUCT OF SIGNIFICANT NATIONAL AND REGIONAL EVENTS**

**DATE :** March 13, 2026

In line with Memorandum Circular No. 114 of the Office of the President, titled "Directing All Government Agencies and Instrumentalities to Strictly Adopt Energy Conservation Protocols", all Field Offices are strongly enjoined to ensure a streamlined and reasonable composition of delegations participating in the following national and regional events:

1. **2026 National Schools Press Conference** on April 13-17, 2026 in Ormoc City, Leyte, and its corresponding regional counterparts;
2. **2026 National Festival of Talents** on April 18-22, 2026 in Roxas City, Capiz, and its corresponding regional counterparts; and
3. **2026 Palarong Pambansa** on May 24 - 31, 2026 in the Province of Agusan del Sur, and its corresponding regional counterparts.

Accordingly, all Regional Offices, Schools Division Offices, and schools concerned shall maintain a **lean and strictly need-based delegation**. Only essential participants whose presence is directly necessary for the conduct of the event and the welfare of learner-participants shall form part of the official delegation.

For this purpose, essential participants may include the following:

- a) Learner-participants (e.g., writers, performers, athletes, competitors);
- b) Coaches and assistant coaches;

- c) Trainers ;
- d) Medical personnel; and
- e) Such limited number of officials and chaperons whose attendance is strictly necessary for delegation management, safety, and supervision.

For emphasis, the inclusion of observers, guests, ceremonial companions, non-essential personnel, and other persons without direct and necessary functions in relation to the event is strongly discouraged and shall not be charged to government funds nor form part of the official delegation.

Moreover, side events and ancillary activities not directly related to the core competitions of the NSPC, NFOT, and Palarong Pambansa shall no longer be conducted. These include, but are not limited to, contests for best billeting quarters, best in uniform, and other similar non-core activities.

Correspondingly, expenditures related solely to such ancillary activities, including decorations, non-essential materials, additional uniforms, awards, and similar items, shall likewise be discontinued.

This directive is issued in support of government energy conservation measures, fiscal prudence, and responsible resource management, while ensuring the safe, orderly, and effective participation of learners in these events.

**For strict compliance.**



**Re: [MEMORANDUM] Directive on Streamlined Delegation and Adherence to Energy Conservation Standards on the Conduct of Significant National and Regional Events**

**From** Deped Butuan City <butuan.city@deped.gov.ph>

**Date** Tue 3/17/2026 9:31 AM

**To** Publications Division <pas.pd@deped.gov.ph>

**Cc** DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; PAU NCR <pau.ncr@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; DEPED CALOOCAN CITY <caloocan.city@deped.gov.ph>; DEPED LAS PINAS CITY <laspinas.city@deped.gov.ph>; DEPED MAKATI CITY <makati.city@deped.gov.ph>; DEPED MALABON CITY <malabon.city@deped.gov.ph>; SDO MANDALUYONG <sdo.mandaluyong@deped.gov.ph>; DEPED MANILA <manila@deped.gov.ph>; SDO MARIKINA <sdo.marikina@deped.gov.ph>; SDO MUNTINLUPA <sdo.muntinlupa@deped.gov.ph>; DEPED NAVOTAS CITY <navotas.city@deped.gov.ph>; DEPED PARANAQUE CITY <paranaque.city@deped.gov.ph>; DEPED PASAY CITY <deped.pasay@deped.gov.ph>

Acknowledged.

On Tue, Mar 17, 2026 at 8:23 AM Publications Division <pas.pd@deped.gov.ph> wrote:

Dear All,

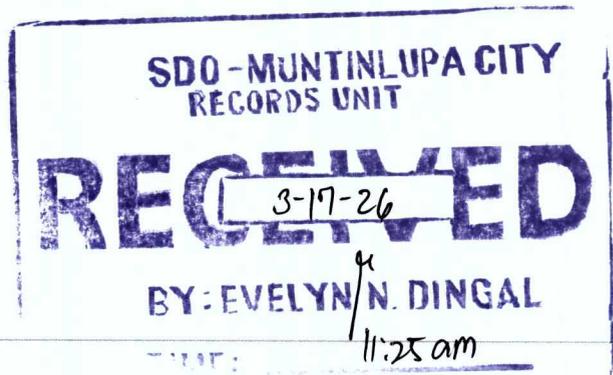
For the information of all concerned, this Office respectfully transmits the attached Memorandum titled **Directive on Streamlined Delegation and Adherence to Energy Conservation Standards on the Conduct of Significant National and Regional Events**, dated March 13, 2026.

For your guidance and appropriate action.

Thank you.

Kind regards,

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



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