



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

Office of the Schools Division
Superintendent


JUN 29 2026

MEMORANDUM
No. 288, s. 2026

**AMENDMENT OF WORK ARRANGEMENT UNDER
OFFICE MEMORANDUM ORD-2026-062**

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
Administrative Officer V
All Others Concerned

1. Attached is the ORD-2026-093, titled, Amendment to Work Arrangement Under Office Memorandum ORD-2026-062 the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of the Memorandum is desired.


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

Encl: As stated
Reference: ORD-2026-62
To be indicated in the Perpetual Index

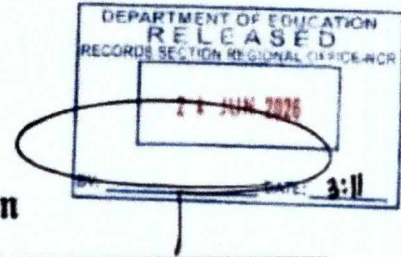
CONSERVATION ENERGY EMPLOYEES FLEXIBLE WORK ARRANGEMENT

SRHB/ AMENDMENT OF WORK ARRANGEMENT UNDER OFFICE MEMORANDUM ORD-2026-062 ___/June 25, 2026

288



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



June 24, 2026

OFFICE MEMORANDUM

ORD-2026 - 093

To : Division Chiefs
Section and Unit Heads
Regional Office Personnel
COS Personnel

**SUBJECT : Amendment to Work Arrangement Under Office Memorandum
ORD-2026-062**

1. As classes in schools have already started, it is expected that the demand for the provision of basic education services, technical assistance, and monitoring of programs and projects to ensure effective implementation will correspondingly increase.
2. Accordingly, effective June 29, 2026, the existing Work-From-Home (WFH) arrangement under Office Memorandum ORD-2026-062 shall be replaced with a Compressed Workweek Arrangement (CWW) in accordance with the provisions of CSC Memorandum Circular No. 6, s. 2022, except for the following personnel who shall conduct fieldwork, monitoring activities, technical assistance, and other official functions all weekdays including Friday, as may be directed by their respective supervisors:
 - CLMD
 - HRDD
 - ESSD - Engineers
3. Working hours under the Compressed Workweek Arrangement shall be from 7:00 AM to 6:00 PM, Monday to Thursday, inclusive of a one-hour lunch break, for a total of forty (40) working hours per week.
4. This Memorandum amends Paragraph 2(c) of Office Memorandum ORD-2026-062. All other provisions of the said Memorandum, including measures on energy conservation and office operations, shall remain in full force and effect.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.


RITA E. RIDDLE

OIC-Assistant Regional Director
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Effectivity	01.25.23	Page	1 of 2