



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

March 08, 2026

DIVISION MEMORANDUM
No. 220 , 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
Division Office Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to 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, this Division hereby directs all functional division, section, unit offices and public schools to implement appropriate energy conservation measures and flexible work arrangements in order to promote the efficient use of electricity and other energy resources within the Department.
2. This initiative supports the national government's efforts to ensure responsible energy consumption in all government agencies, while maintaining the continuous delivery of public services and ensuring that educational operations remain effective and uninterrupted.
3. In this regard, all offices and schools are encouraged to adopt and observe the following energy conservation protocols:
 - a. Maintain a standard thermostat setting of 24°C for air-conditioned spaces.
 - b. All air-conditioning units shall be turned on at 8:00 a.m. and turned off at 4:00 p.m.
 - c. Activate sleep settings on all office equipment.
 - d. Strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours.
 - e. Ensure that all electrical devices are properly shut down after office or school hours;
 - f. Encourage all personnel to practice responsible and sustainable energy consumption within their respective workplaces.
4. In addition, the DepEd shall adopt a **four-day onsite work arrangement from Monday to Thursday, 8:00 a.m. to 5:00 p.m.** In accordance with MC No. 114, 2026, **Friday** is designated the common work-from-home (WFH) day for all covered personnel.



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
<http://www.depedtagbilaran.org>

5. 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 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. Job Order or city paid personnel shall follow the four-day onsite work arrangement which shall be from Monday to Thursday from 7:00 a.m. to 6:00 p.m.
6. School Heads and Office Heads shall ensure that the implementation of these measures is properly monitored and observed within their respective areas of responsibility. They shall also promote awareness among personnel regarding the importance of energy conservation as part of responsible public service.
7. All concerned are directed to strictly comply with the provisions of this Memorandum and ensure the consistent implementation of the prescribed measures across all offices and schools in this Division. Attached are the DepEd Memorandum No. 018, s. 2026 and the Work Plan Template.
8. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm



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 duty 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



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

INDIVIDUAL WORK FROM HOME PLAN

Name of Personnel :
Position :
Division/Office/School :
Period Covered:

Time Logs	Target Deliverables

Submitted by:

Approved by:

Name of Personnel

Immediate Head

Date: _____

Date: _____