



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

**Office of the Schools Division
Superintendent**

June 10, 2026

DIVISION MEMORANDUM
No. 427-A, s. 2026

**STRENGTHENED 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 compliance with RA 11285 or the Energy Efficiency and Conservation (EEC) Act which aims to establish a framework for introducing and institutionalizing fundamental policies on energy efficiency and conservation, and 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 for Division Office personnel 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:

Electricity:

- 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 4:30 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;



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f. Encourage all personnel to practice responsible and sustainable energy consumption within their respective workplaces.

Water:

- g. Continuous running of water during the washing of kitchen utensils shall be strictly prohibited.
- h. Pressure washing of government vehicle shall be allowed only upon approval of the head office, otherwise washing shall be done using water in pails. Washing of private vehicles inside the facility is not allowed.
- i. All water leaks shall be promptly identified and repaired to prevent water wastage.

Fuel:

- j. Government vehicles must be utilized for official travel only.
- k. Perform regular maintenance, vehicle check-up to maximize fuel efficiency.

Others:

- 1. Utilize the unused back page of the bond paper for printing and photocopying of documents. Photocopy of unofficial documents is strictly prohibited.

4. In addition, the DepEd Tagbilaran Division Office personnel 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.

5. The adoption of the WFH arrangement under this Memorandum shall continue to apply to all Division Office personnel, including Contract of service employees assigned in the same office, 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. **Job Order or city paid personnel assigned at the Division Office** 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.** while **non-teaching personnel and job order/city paid personnel assigned in schools** will follow the **five-day work week schedule**, from **8:00 a.m. to 5:00 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.

8. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

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Schools Division Superintendent

WDB/JAAL/ADMIN/atm



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