



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

**Office of the Schools Division
Superintendent**

July 16, 2026

DIVISION MEMORANDUM
OSDS-2026- 127

To : Assistant Schools Division Superintendent
All Division Office Personnel

**RESUMPTION OF REGULAR WORKING HOURS AND IMPLEMENTATION OF AIR
CONDITIONER OPERATING SCHEDULE**

1. In compliance with Section 5, Rule XVII of the Omnibus Rules Implementing Book V of EO No. 292 and Other Pertinent Civil Service Laws which requires that *“Officers and employees of all departments and agencies except those covered by special laws shall render not less than eight hours of work a day for five days a week or a total of forty hours a week, exclusive of time for lunch”* and in view of the normalization of office operations, all personnel of the Schools Division Office are hereby directed to resume the regular government working hours of **8:00 a.m. to 5:00 p.m.**, effective **Monday, July 20, 2026**.
2. In support of the government's energy conservation initiatives and to promote the efficient use of electricity, the operation of air conditioning units in all offices shall strictly observe the following schedule:
 - **Turn on: 8:30 a.m.**
 - **Turn off: 4:00 p.m.**
3. During the periods before the air conditioners are switched on and after they are turned off, personnel are encouraged to maximize natural ventilation and utilize electric fans, where available, to maintain a comfortable working environment.
4. All Division/Section/Unit Heads shall ensure the strict implementation of this Memorandum within their respective offices. Likewise, all personnel are enjoined to observe energy-efficient practices, including switching off lights, office equipment, and other electrical appliances when not in use.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAAL/ADMIN/atm



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