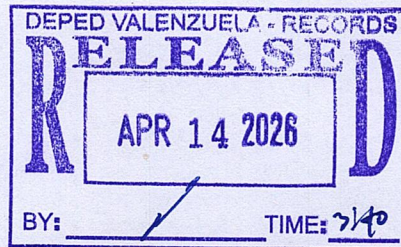




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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM
 No. 0313 s. 2026

**IMPLEMENTATION OF WORK-FROM-HOME ARRANGEMENT EVERY FRIDAY FOR
 SCHOOL-BASED PERSONNEL DURING END-OF-SCHOOL-YEAR BREAK**

To: OIC – Assistant Schools Division Superintendent
 Chief Education Supervisors - CID and SGOD
 Education Program Supervisors and Public Schools District Supervisors
 Division Unit Heads
 Public Elementary and Secondary School Heads
 Teaching and Non-Teaching Personnel
 All Others Concerned

1. Attached is Unnumbered Memorandum titled *Implementation of Work-from-Home Arrangement every Friday for School-based Personnel during End-of-School-Year Break* dated April 9, 2026, the content of which is self-explanatory, for information and for appropriate action of all concerned.
2. School-based non-teaching and related-teaching personnel (DepEd and City-paid) shall adopt the **Four-Day onsite work schedule (Monday to Thursday) and Work-from-Home on Fridays from 8:00 a.m. to 5:00 p.m. for the period from April 10, 2026 to June 5, 2026.**
3. Particular attention is invited to Items 3 and 4.
4. Immediate dissemination and compliance of this Memorandum is desired.

NOEL D. BAGANO *[Signature]*
 Schools Division Superintendent

Encl.: As stated
 References: DM No. 018, s. 2026
 To be indicated in the Perpetual Index
 under the following subjects:

WORK FROM HOME ARRANGEMENTS

SCHOOL-BASED PERSONNEL

MAE/KC - IMPLEMENTATION OF WORK-FROM-HOME ARRANGEMENTS FOR SCHOOL-BASED PERSONNEL DURING
 EBD-OF-SCHOOL-YEAR BREAK
 _____/April 9, 2026



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

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

SUBJECT : **Implementation of Work-from-Home Arrangement Every Friday for School-Based Personnel during End-of-School-Year Break**

DATE : April 9, 2026

1. This Memorandum amends the provisions of the Memorandum dated March 11, 2026, titled Clarification on the Implementation of Work-from-Home (WFH) Every Friday under DepEd Memorandum (DM) No. 018, s. 2026.
2. In line with the Department's energy conservation efforts and consistent with DM 018, s. 2026 [Implementation of Energy Conservation Protocols and Flexible Work Arrangements (FWA) in the Department of Education Pursuant to Memorandum Circular No. 114], FWA adopting a four-day onsite work schedule (Monday to Thursday) and **WFH on Fridays** shall also apply to **school-based nonteaching and related teaching personnel for the period from April 10, 2026, to June 5, 2026.**
3. School heads shall ensure that the implementation of WFH arrangements does not disrupt essential school operations and that appropriate staffing arrangements are in place, as necessary.
4. All other provisions of DM 018, s. 2026, and the March 11, 2026, clarificatory Memorandum that is not affected by this issuance shall remain in effect.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

MSM, M Implementation of Work-from-Home Arrangement Every Friday
0144 - April 9, 2026

