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

DEPED VALENZUELA - RECORDS
RELEASED
MAR 11 2026
DO-M-238
BY: TIME: 4:59

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 0239 s. 2026

IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION PURSUANT TO MEMORANDUM CIRCULAR NO. 114

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 DepEd Memorandum No. 018, s. 2026 titled *Implementation of Energy Conservation and Flexible Work Arrangement in the Department of Education Pursuant to Memorandum Circular No. 114* dated March 6, 2026, from Mr. Sonny Angara, Secretary, Department of Education, the content of which is self-explanatory, for information and for appropriate action of all concerned.

2. This Office shall adopt the **Four-Day Workweek and One-Day Work from Home** mode from **8:00 a.m. to 5:00 p.m.** and shall remain effect until lifted or sooner revoked by the Office of the President. This is to reduce the energy consumption of government operations and optimize the use of public resources amid rising fuel costs caused by geopolitical tensions.

3. As such, the personnel concerned are advised to plan and manage their work outputs to ensure that all targeted activities are effectively implemented and accomplished. All Functional Division Chiefs and Unit Heads shall **submit two (2) copies of the Transmittal for Work-from-Home Arrangement** – *Covered Period: March 13, 20, and 27, 2026* (see attached) for their respective staff on **Thursday, March 12, 2026.** For the succeeding months, the same shall be submitted **on or before the 5th day of the month**.

4. Further, all SDO officials and employees (DepEd- and City-paid) shall record their time-in and time-out through this link: https://tinyurl.com/WFH-DTRAttendance.

5. The four (4)-day onsite work arrangement and Friday Work-from-Home (WFH) schedule **shall not apply to teaching personnel and other employees assigned in schools.** To ensure the uninterrupted conduct of classes and the timely completion of end-of-school-year activities, all teaching and school-based personnel shall continue to observe their existing work schedules and arrangements until the end of school year.

6. Furthermore, Division Drivers (DepEd- and City-paid) shall render their services **from 7:00 a.m. to 6:00 p.m. from Monday to Thursday.** Should they be required to report for duty on a Friday, they shall be granted the corresponding Compensatory Time-Off (CTO) in accordance with the applicable Civil Service rules and regulations.

7. Utility Workers in the Division Office proper (DepEd and City-paid employees) shall render their services **five (5) days a week, 8 hours a day or their usual work schedule** since their functions require physical presence. Administrative Officer V of the Division may also assign tasks as necessary to ensure the continuous delivery of public services.

8. For concerns or queries during the Work-from-Home (WFH) arrangement within the Division Office, clients are advised to follow the prescribed message format when sending their inquiries through the **DepEd email** at sdovalenzuela@deped.gov.ph and **SDO Valenzuela Page** namely **DepEd Tayo Valenzuela Page**, which shall then be relayed to the concerned office/s for appropriate action.

Message Format

Name:
School/Office:
Concerned Office/s:
Concern/s:

A designated IT staff member shall monitor queries and concerns received through the SDO-Valenzuela email and DepEd Valenzuela Tayo Page and shall endorse the same to the concerned unit or personnel for appropriate action and response.

9. All covered personnel shall submit their Individual Daily Log and Accomplishment Report **(IDLAR)** to their respective Division Chiefs/Unit Heads every Monday.

10. Air-conditioned spaces shall maintain a standard thermostat setting of **24°C from 8:00 a.m. to 5:00 p.m.**

11. For further clarification, please refer to paragraphs 3, 4 and 5 under **Energy Conservation Protocols** and the **Flexible Work Arrangements (FWA)** under paragraphs 6, 7, 8, 9, 10, 11, and 12.

12. **Atty. Mark Angelo S. Enriquez,** OIC–Administrative Officer V, is designated as the **Energy Conservation Officer of the Division**. He shall monitor and ensure that all offices comply with energy conservation measures aimed at reducing actual electricity and fuel consumption by 10–20%. A monthly accomplishment report on the implementation of these measures shall be submitted to the Office of the Schools Division Superintendent.

13. Likewise, **Engr. Kelly G. Magusib, Engineer III**, is directed to conduct regular inspections of electrical connections and other related facilities, perform necessary maintenance checks, and report any required repair or replacement of minor defects or damages to ensure the efficient and safe use of electricity within the Division.

14. All Division Chiefs, Office/Unit Heads are directed to ensure that personnel under their supervision are assigned measurable and time-bound tasks during the Work from Home (WFH) schedule to guarantee the continuous and timely delivery of services and to prevent any backlog in transactions.

15. Immediate dissemination and compliance of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated
References: DepEd Order No. 004, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

ENERGY CONSERVATION
WORK FROM HOME
FLEXIBLE WORK ARRANGEMENTS
FRONTLINE SERVICES

MAE/KC - IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION PURSUANT TO MEMORANDUNM CIRCULAR NO. 114
_____/March 10, 2026

COMMITTEE

Chairperson:	**Mr. NOEL D. BAGANO** Schools Division Superintendent
Vice-Chairperson:	**Dr. ERNEST JOSEPH C. CABRERA** OIC-Assistant Schools Division Superintendent
Focal Person:	**Atty. MARK ANGELO S. ENRIQUEZ** Attorney III OIC-Administrative Officer V
Members:	**Dr. BALTAZAR M. GAYEM** SGOD Chief **Mr. FILMORE R. CABALLERO** CID Chief **Mr. NOEL E. REYES** IT Officer I **Ms. LANI D. AGMATA** Budget Officer III **Ms. MICHELLE M. FRANCISCO** Accountant III **Mr. MAXIMO S. FERNANDEZ JR.** Administrative Officer IV-Records Section **Mr. RODEL U. ANTONIO** Administrative Officer IV-Property & Supply Section **Ms. MA. CLARINDA L. OMO** Administrative Officer IV-Personnel Section **Ms. ELENITA C. CRUZ** Administrative Officer IV-Cashier Section

TRANSMITTAL

Respectfully transmitted the following ***Work from Home Arrangement*** of the following personnel:

Name of Personnel	Position	Period Covered	TASK
			•
			•
			•
			•

Noted by:

Unit head

ANNEX D

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT

(WORK FORM HOME)

NAME : _____

POSITION : _____

DIVISION : _____

UNIT : _____

DATE/S COVERED : _____

DATE AND ACTUAL TIME LOGS	ACTUAL ACCOMPLISHMENT
(MM:DD:YYY) *Time In: 00:00 AM* *Time Out: 00:00 PM*	• Prep minutes of meeting • Attended online meeting re: "(TITLE)" • Updated document tracking database
(MM:DD:YYY) *Time In: 00:00 AM* *Time Out: 00:00 PM*	• Actual Accomplishment 1 • Actual Accomplishment 2 • Actual Accomplishment 3 • Actual Accomplishment 4
(MM:DD:YYY) *Time In: 00:00 AM* *Time Out: 00:00 PM*	• Actual Accomplishment 1 • Actual Accomplishment 2 • Actual Accomplishment 3 • Actual Accomplishment 4

Submitted By:

NAME
Position/Designation
Office

Attested By:

NAME OF THE UNIT HEAD
Position/Designation
Office

Republic of the Philippines
Department of Education

MAR 0 8 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 duly 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	FRONTLINE SERVICES
EMPLOYEES	OFFICIALS
ENERGY CONSERVATION	SERVICE DELIVERY
FLEXIBLE WORK ARRANGEMENTS	WORK FROM HOME

IGG DM Implementation of Energy Conservation Protocols and FWAs in DepEd Pursuant to MC No. 114
0094 – March 8, 2026

Office of the President
Malacañang

MEMORANDUM CIRCULAR NO. 114

DIRECTING ALL GOVERNMENT AGENCIES AND INSTRUMENTALITIES TO STRICTLY ADOPT ENERGY CONSERVATION PROTOCOLS

WHEREAS, Section 1, Chapter 1, Subtitle B, Title I, Book V of Executive Order (EO) No. 292 or the "Administrative Code of 1987" provides that all government resources shall be managed, expended, or utilized in accordance with relevant laws, rules, and regulations, and safeguarded against loss or wastage through illegal or improper disposition to ensure efficiency, economy, and effectiveness in the operations of government;

WHEREAS, Republic Act (RA) No. 11285 or the "Energy Efficiency and Conservation Act" declares it a policy of the State to institutionalize energy efficiency and conservation as a national way of life geared towards the efficient and judicious utilization of energy by formulating, developing, and implementing energy efficiency and conservation plans and programs to secure sufficiency and stability of energy supply in the country, to cushion the impact of high prices of imported fuels to local markets and, to protect the environment in support of the economic and social development goals of the country;

WHEREAS, Administrative Order (AO) No. 15 (s. 2024) directs all government agencies and instrumentalities of the National Government, including government-owned or -controlled corporations (GOCCs), to undertake efforts ensuring efficient and judicious utilization of energy through the immediate implementation of Government Energy Management Program (GEMP) and relevant Inter-Agency Energy Efficiency and Conservation Committee (IAEECC) Resolutions;

WHEREAS, the ongoing geopolitical tensions have led to significant volatility in global energy markets, resulting in the rising cost of fuel that impacts the national economy;

WHEREAS, there is an urgent need to adopt strict energy conservation measures, to further reduce the energy footprint of government operations and optimize the use of public resources; and

BAGONG PILIPINAS

WHEREAS, Section 17, Article VII of the Constitution vests in the President the power of control over all the executive departments, bureaus and offices, and the mandate to ensure the faithful execution of laws;

NOW, THEREFORE, the following are hereby ordered:

Section 1. Coverage. All agencies and instrumentalities of the National Government, including GOCCs, are hereby directed, and local government units, constitutional bodies, state universities and colleges, and other government instrumentalities are likewise encouraged, to adopt and implement the energy conservation measures set forth in this Memorandum Circular (MC).

Section 2. Adoption of Energy Conservation Protocol. In line with RA No. 11285, its Implementing Rules and Regulations (IRR), and AO No. 15, agencies and instrumentalities of the National Government, including GOCCs, are hereby directed to strictly undertake the following conservation measures:

a. Accelerate the implementation of the GEMP pursuant to AO No. 15, RA No. 11285, its IRR, and relevant Department of Energy (DOE) issuances and IAEECC Resolutions;

b. Maintain a standard thermostat setting of 24°C for air-conditioned spaces, activate sleep settings on all office equipment, and strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours;

c. Adopt virtual meetings as the default mode for inter-agency coordination, consultations, conferences, and similar engagements. In this regard, all meetings, seminars, and workshops must be conducted through secure digital platforms, except in cases where physical presence is legally required or operationally indispensable.

   For the effective implementation of the abovementioned, heads of agencies are hereby mandated to ensure that their respective offices are equipped with the necessary digital infrastructure to support this transition and that no official travel is authorized for events that can be effectively facilitated online;

d. All agencies shall limit official travel to essential and indispensable functions. Travel shall be deemed unnecessary when the objectives may be effectively accomplished through alternative modalities, such as virtual meetings, electronic communications, or through the consolidation of tasks with other previously scheduled official activities. Travel undertaken without a clear justification of urgency, operational necessity, or direct programmatic relevance shall likewise be considered unnecessary.

All agencies shall adhere to the provisions of EO No. 77 (s. 2019). Accordingly, the Office of the President shall strictly implement the provisions thereof in the grant of travel authorities and entitlements.

e. All agencies shall strengthen their fleet-efficiency measures to reduce fuel consumption and improve the fuel-economy performance of government transport. These fleet-efficiency measures may include, but may not be limited to the following:

   (a) Trip consolidation, by combining official tasks and destinations to reduce the number of vehicle deployments;
   (b) Optimized route, through the use of shortest, least-congested travel paths and coordinated scheduling to avoid peak-hour congestion;
   (c) Strict minimization of idling, requiring engines to be switched off during waiting periods except when operationally necessary; and
   (d) Adoption of the "full-tank method" for precise fuel monitoring and adhere to rigid preventive vehicle maintenance.

f. Where practicable, agencies shall minimize elevator use by encouraging personnel to take the stairs when moving one floor up or one floor down; and

g. Adopt and implement such other appropriate energy conservation measures to ensure the efficient, judicious, and responsible use of energy resources in all government operations, consistent with applicable laws, regulations, and national policies on energy efficiency and conservation.

Section 3. Adoption of Flexible Work Arrangements. To further reduce building energy load and transport fuel use, agencies shall adopt a four (4)-day onsite work arrangement, through a compressed workweek or a designated common day for work-from-home arrangements, in accordance with Civil Service Commission (CSC) MC No. 6 (s. 2022), as amended by CSC MC No. 1 (s. 2025), and such other existing rules and guidelines for the adoption of flexible work arrangements.

The adoption of a four (4)-day onsite work arrangement shall be implemented starting 09 March 2026 and shall remain in effect until lifted or sooner revoked by the President. This arrangement shall serve as an interim measure, to be continued only until circumstances warrant its modification or discontinuance.

For this purpose, all agencies are hereby directed to formulate their respective internal guidelines to ensure proper monitoring and documentation, including verification of attendance, and performance standards and monitoring mechanisms, in accordance with existing CSC laws, rules and regulations.

Section 4. Non-interruption of Government Services. All agencies and instrumentalities of the National Government, including GOCCs, shall implement the foregoing Energy Conservation Protocols in a manner that ensures the continuous,

efficient, and uninterrupted delivery of government services. Agencies that provide frontline services shall likewise ensure that such services remain unimpeded at all times, notwithstanding the implementation of these protocols.

Agencies providing essential, basic, and vital service, including those responsible for health, public safety, and emergency preparedness and response, shall remain fully operational at all times. These agencies shall ensure the uninterrupted delivery of critical functions and shall implement the Energy Conservation Protocols in a manner that does not impede or compromise their mandated services.

Section 5. Minimum Energy Reduction. All agencies and instrumentalities of the National Government, including GOCCs, shall reduce their actual electricity and fuel consumption by ten to twenty percent (10%-20%).

For this purpose, all agencies shall: (a) designate an Energy Conservation Officer or Certified Energy Manager, as required by RA No. 11285 and its IRR; (b) fully cooperate with DOE-conducted energy audits, inspections, and spot checks; and (c) submit monthly electricity and fuel consumption data through the GEMP Online System Portal in the form and manner prescribed by the DOE.

Section 6. Reporting and Monitoring. All agencies are hereby directed to report their compliance with this MC through the GEMP Online System. In this regard, the IAEECC shall submit a monthly report to the Office of the President detailing the compliance status of each agency.

This Circular shall take effect immediately.

DONE in the City of Manila, this 6th day of March, in the Year of Our Lord, Two Thousand and Twenty-Six.

By order of the President:

[redacted]

RALPH G. RECTO
Acting Executive Secretary