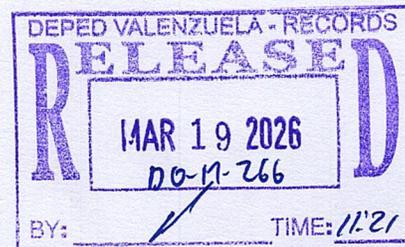




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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



Office of the Schools Division Superintendent

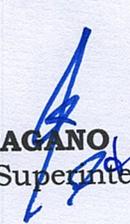
DIVISION MEMORANDUM
 No. 0265 s. 2026

ADOPTION OF A FOUR (4)-DAY WORKWEEK ARRANGEMENT AND OTHER FLEXIBLE WORK ARRANGEMENTS IN THE CITY OF VALENZUELA, IN COMPLIANCE WITH MEMORANDUM CIRCULAR NO. 114, ISSUED BY THE OFFICE OF THE PRESIDENT

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

- Attached is Executive Order No. 2026-018 s. 2026 titled *An Executive Order Adopting a Four (4)-Day Workweek Arrangement and other Flexible Work Arrangements in the City of Valenzuela, in compliance with Memorandum Circular No. 114, issued by the Office of the President* dated March 16, 2026 from Hon. Weslie T. Gatchalian, City Mayor, City Government of Valenzuela, the content of which is self-explanatory, for information and for appropriate action of all concerned.
- List of Offices with Work-From-Home Arrangement, Skeletal Work Arrangement, and Offices on Regular Work Schedule are hereby invited to **sections 3 to 5** of the aforementioned Executive Order, for your guidance.
- Wide dissemination and strict compliance of this Memorandum is desired.

NOEL D. BAGANO
 Schools Division Superintendent



Encl.: As stated
 References: Memorandum Circular No. 114
 To be indicated in the Perpetual Index
 under the following subjects:

FOUR (4)-DAY WORKWEEK

FLEXIBLE WORK ARRANGEMENT

WFH

MAE/KC - ADOPTION OF A FOUR (4)-DAY WORKWEEK ARRANGEMENT AND OTHER FLEXIBLE WORK ARRANGEMENTS IN THE CITY OF VALENZUELA, IN COMPLIANCE WITH MC NO. 114, ISSUED BY THE OFFICE OF THE PRESIDENT
 _____/March 18, 2026

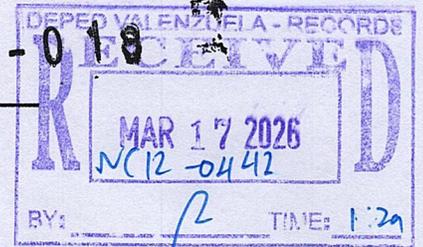


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EXECUTIVE ORDER NO. 2026-018
Series of 2026



**AN EXECUTIVE ORDER ADOPTING A FOUR (4)-DAY
WORKWEEK ARRANGEMENT AND OTHER FLEXIBLE
WORK ARRANGEMENTS IN THE CITY OF VALENZUELA,
IN COMPLIANCE WITH MEMORANDUM CIRCULAR NO.
114, ISSUED BY THE OFFICE OF THE PRESIDENT.**

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that local government units shall exercise powers necessary for efficient governance and the promotion of the general welfare;

WHEREAS, Republic Act No. 11285, otherwise known as 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 to ensure the efficient and judicious utilization of energy resources and mitigate the impact of rising energy costs;

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

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

WHEREAS, the Office of the President of the Philippines issued Memorandum Circular No. 114, directing all government agencies and instrumentalities to strictly adopt energy conservation protocols;

WHEREAS, Section 3 thereof provides for the adoption of feasible work arrangements to reduce building energy load and transport fuel consumption, including the implementation of a four (4)-day onsite work arrangement through a compressed workweek or designated work-from-home (WFH) day;

WHEREAS, the said directive is consistent with the policies of the Civil Service Commission under CSC Memorandum Circular No. 6, as amended by CSC Memorandum Circular No. 1, which allow government offices to adopt flexible work arrangements including the requirement of completing the mandated forty (40)-hour workweek, while ensuring continuous and efficient public service;

WHEREAS, consistent with the foregoing national laws and policies, the City Government of Valenzuela recognizes the need to adopt appropriate operational measures that align with the national energy conservation protocols while maintaining the efficient delivery of public services.

NOW, THEREFORE, I, WESLIE T. GATCHALIAN, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. Policy Declaration. The City Government of Valenzuela hereby adopts a four (4)-day onsite work arrangement and such other flexible work arrangements as may be appropriate, in order to reduce electricity and fuel consumption, improve operational efficiency, and promote environmentally responsible governance, without prejudice to the continuous, efficient, and uninterrupted delivery of public services.

SECTION 2. Adoption of Flexible Work Arrangement. In compliance with Memorandum Circular No. 114, all offices of the City Government of Valenzuela shall adopt such feasible work arrangements as may be appropriate to their respective functions and service requirements.

SECTION 3. Offices with Work-From-Home Arrangement. The following offices shall adopt the following work arrangement:

- **Monday to Thursday: 8:00 am to 5:00 pm (onsite work)**
 - **Friday: Work-From-Home (WFH)**
1. Bantay Pamayanan Laban sa Droga (BPLD);
 2. Bids and Awards Committee;
 3. City Environment and Natural Resources Office (CENRO);
 4. City Legal Office;
 5. City Vice Mayor's Office;
 6. City Planning & Development Office;
 7. Cooperative Development Office;
 8. Council Secretariat Office;
 9. Cultural Affairs Tourism and Development Office (CATDO);
 10. GIS-DMO under City Assessor's Office;
 11. GSO (Admin and Records Division) [except under Building Administration and Maintenance];
 12. GSO (Property Division);
 13. GSO (Procurement Division);
 14. Human Resource Management Office (except Payroll Unit);
 15. LAMP-SINAG;
 16. Livelihood;
 17. Local Economic Development and Investment Promotions Office (LEDIPO);
 18. Local Youth Development Office;
 19. Offices of the City Councilors (District 1 & 2);
 20. People's Law Enforcement Board (PLEB [District I & II]);
 21. Public Employment Services Office (PESO);
 22. Sports Development Office;
 23. Task Force on Fraternities and Gang Intervention and Prevention (TAFFGIP);
 24. Veterans Office;
 25. Workers Affairs Office;
 26. Political Affairs Office;
 27. Valenzuela City Anti-Drug Abuse Office (VADAO); and
 28. Personnel detailed at National Field Offices (including personnel of Congressional District I & II; and personnel detailed at District Office of Sen. WIN).

Personnel under the WFH arrangement shall remain accessible during office hours through official communication channels and shall be required to perform assigned tasks and submit outputs as may be directed by their respective heads of office. The WFH arrangement shall not excuse delay, inaccessibility, neglect of duty, or failure to meet required outputs. Notwithstanding the foregoing, personnel assigned

SECTION 9. Compliance with Civil Service Rules. The implementation of the work arrangements under this Executive Order shall be in accordance with existing laws and applicable rules and guidelines issued by the Civil Service Commission, particularly CSC Memorandum Circular No. 6, as amended by CSC Memorandum Circular No. 1.

SECTION 10. Repealing or Modifying Clause. All executive orders, office orders, memoranda, and other issuances or portions thereof inconsistent with this Executive Order are hereby repealed, amended, or modified accordingly.

SECTION 11. Separability Clause. If any part or provision of this Executive Order is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 12. Effectivity. This Executive Order shall take effect on March 23, 2026, and shall remain in force until lifted, amended, or sooner revoked by the President of the Republic of the Philippines, by this Office, or by competent authority.

SO ORDERED.

Done this 16th day of March 2026, in the City of Valenzuela, Metro Manila, Philippines.

WESLIE T. GATCHALIAN
City Mayor

cc: OFFICE OF THE PRESIDENT – Malacañang, Manila
MMDA
DILG
Office of the City Vice Mayor
Sangguniang Panlungsod – Valenzuela City
City Legal Office
UP Law Center, Diliman, Quezon City (3 Certified True Copies)
All concerned.

HRMO/MQP/NPC/RMMP/MLBE/vina/leona/DA26-039

under the WFH arrangement may be directed to report onsite, as may be deemed necessary by the head of office, in order to prevent interruption of essential and necessary services.

SECTION 4. Offices under Skeletal Work Arrangement. The following offices shall adopt a five (5)-day work arrangement, from Monday to Friday, 8:00 a.m. to 5:00 p.m., with a skeletal workforce and Work-From-Home (WFH) arrangements on Fridays:

- **Fridays: Skeletal Workforce and Work-From-Home (WFH) Arrangements**
 - a. **Skeletal workforce onsite** as may be deemed necessary and as may be determined by the respective heads of office, in order to ensure the continuous and efficient delivery of office functions and public services; and
 - b. The remaining personnel who are not required to report onsite on Fridays shall be placed under a **Work-From-Home (WFH) arrangement**, subject to existing Civil Service Commission rules and the internal supervision and output monitoring mechanisms prescribed by the respective heads of office.
 1. City Accounting Office;
 2. City Budget;
 3. City Engineer's Office;
 4. City Planning & Development Office – Market;
 5. Housing and Resettlement Office (HRO);
 6. HRMO - Payroll Unit; and
 7. Information Communication and Technology Office (ICTO).

The skeletal workforce and work-from-home arrangement shall comply with applicable Civil Service Commission rules and regulations on flexible work arrangements. Heads of office shall determine the personnel who shall report onsite and those who shall work from home on Fridays and shall ensure that the arrangement does not impair the timely and efficient delivery of public services.

SECTION 5. Offices on Regular Work Schedule. Offices providing essential, basic, vital, emergency, educational support, and other frontline public services, as well as such other offices as may be identified by the City Mayor, shall remain fully operational and shall continue under their regular work schedules or such duty schedules as may be determined by their respective heads of office or unit, consistent with the exigencies of the service.

The following offices shall continue to operate under their regular working schedules:

1. Business Permit and Licensing Office (BPLO);
2. Central Kitchen;
3. City Business Inspection and Audit Team (CBAT);
4. City Assessor's Office;
5. City Engineering Office- Maintenance, Electrical and Demolition Crew;
6. City Health Office (including Health Centers; Lying-ins; and Population);
7. City Treasury Office;
8. City Social Welfare and Development Office (CSWDO) (including all offices and units under CSWDO);

9. City Veterinary/Agriculture Office;
10. Digital Communications Office;
11. GSO (under Building Administration and Maintenance);
12. Local Civil Registry (including Project-Ayos);
13. Local School Board;
14. Mayor's Office;
15. Motorpool Office;
16. Office of the Building Official (OBO);
17. Office of the Senior Citizens Affairs (OSCA);
18. Pamantasan ng Lungsod ng Valenzuela (PLV);
19. Public Sanitation and Cleanliness Office (Clean & Green Division; Waste Management Division; and Flood Control Division);
20. Persons With Disability Affairs Office (PDAO);
21. Public Order and Safety Office (including TMD; PSD; Task Force Disiplina; and VCTO);
22. Socio Civic Affairs;
23. Valenzuela City Technological College (ValTech);
24. Valenzuela City Library (ValACE);
25. Valenzuela City Risk Reduction and Management Office (VCDRRMO);
26. Valenzuela City Command and Coordinating Center;
27. Valenzuela City Emergency Hospital (VCEH);
28. ValHealth;
29. Valenzuela City Treatment and Rehabilitation Center for Drug Dependents (Balai Banyuhay);
30. Valenzuela City People's Park; and
31. Zoning Office.

Offices specified under this Section shall maintain such schedules as may be necessary to ensure the continuous, efficient, and uninterrupted delivery of public services.

SECTION 6. Responsibility of Heads of Offices. All department heads, office heads, and unit supervisors shall be responsible for the proper implementation of this Executive Order in their respective offices. They shall adopt internal office mechanisms and staffing arrangements necessary to ensure continuity of work, observance of productivity standards, and uninterrupted public service delivery, especially for frontline and time-sensitive services.

SECTION 7. Compliance Monitoring and Reporting. For purposes of ensuring compliance with this Executive Order, the Building Administration Officer is hereby designated as the Compliance Officer. The Compliance Officer shall monitor the observance by all offices of the work arrangements herein prescribed, conduct such verification and coordination as may be necessary, and submit reports and recommendations on the implementation of this Executive Order.

The Compliance Officer shall report directly to Ms. Gina Aquino, Head of the Administrative Office, and shall coordinate with all department heads, office heads, and unit supervisors to ensure the effective implementation of this Executive Order.

SECTION 8. Non-Diminution of Public Services. Nothing in this Executive Order shall be construed to authorize the suspension, reduction, or delay of basic and frontline government services. All offices shall take the necessary measures to ensure that the public continues to be served promptly, efficiently, and effectively during official working days and hours.