



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

11 March 2026

DIVISION MEMORANDUM
No. 166 s. 2026

**DISSEMINATION OF DEPED MEMORANDUM NO. 018, S. 2026
(IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE
WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In relation to the issued 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*" issued by the Office of the President, this Office disseminates the **adoption of the flexible work arrangement**.
2. The City Schools Division of the City of Tayabas 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 DepEd Order No. 004, s. 2025, which states that the WFH arrangement shall be **from 8:00 a.m. to 5:00 p.m. only**. All employees shall report their **time-in and time-out** to their respective Heads of Functional Office or immediate supervisors through the agreed mode of communication to record their **actual time log (in and out)** and reflect the same in the **Individual Daily Log and Accomplishment Report (IDLAR)**.
3. 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 (COS) and Job Order (JO) employees**, in accordance with DO 004, s. 2025. **Teaching personnel**, however, shall continue to adhere to their existing class schedules and school arrangements to ensure the uninterrupted conduct of classes and end-of-school-year activities. In line with this, school-based non-teaching and related-teaching personnel may opt to report on-site when necessary.

4. 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. All **unit, section, and school heads** shall ensure that personnel are assigned appropriate tasks during the WFH day. All employees shall make themselves **available and accessible during working hours** and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisors and co-workers.

5. To sustain the delivery of services during the WFH arrangement, **unit, section, and school heads** shall ensure the **continuous, efficient, and uninterrupted delivery of government services**, particularly those providing frontline services. Appropriate mechanisms shall be established to guarantee the timely and effective provision of services even under remote work arrangements. Clients and stakeholders may submit requests and lodge inquiries through **official communication channels or official DepEd email accounts**.

6. In the implementation of the WFH arrangement and energy conservation under this Memorandum, all DepEd offices shall ensure **full compliance with 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. All unit, section, and school heads shall institute mechanisms to ensure that **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.

7. Monitoring of the attendance and performance of all personnel availing of the WFH arrangement shall strictly comply with the reporting mechanisms prescribed under DO 004, s. 2025, such as the submission of **Daily Time Records (DTRs)** and duly accomplished **Individual Daily Logs and Accomplishment Reports (IDLARs)** (which may be downloaded from the Personnel Services downloadable section of the official website), duly approved by the respective immediate supervisors.

8. Immediate dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None

Reference: DM No. 018, s. 2026

To be indicated in the Perpetual Index
under the following subjects:

FLEXIBLE WORK ARRANGEMENT

OSDS Personnel Unit - dissemination of deped memorandum no. 018, s. 2026 (implementation of energy conservation protocols and flexible work arrangements in the department of education)
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