



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS


12 March 2026

DIVISION MEMORANDUM
No. 168 s. 2026

DISSEMINATION OF CLARIFICATION ON THE IMPLEMENTATION OF WORK-FROM-HOME EVERY FRIDAY UNDER DEPARTMENT OF EDUCATION (DEPED) MEMORANDUM NO. 018, S. 2026

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

1. In relation to **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,*" this Office disseminates the **clarification on the implementation of the Work-from-Home (WFH) arrangement every Friday.**
2. Memorandum Circular No. 114, s. 2026 does not cover **school-based personnel**. The WFH provision under DepEd Order No. 004, s. 2025 (*Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education*) for school-based non-teaching and related-teaching personnel is **temporarily suspended until further notice** to ensure the orderly conduct of **End-of-School-Year (EOSY) activities.**
3. 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 clarification on the implementation of work-from-home every friday under department of education (deped) memorandum no. 018, s. 2026
PERNIMO2-002512/March 12, 2026



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