



Republic of the Philippines
Department of Education

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


10 April 2026

DIVISION MEMORANDUM
No. **253** s. 2026

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

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

1. In reference to the **DepEd Memorandum** dated April 9, 2026, titled **Implementation of Work-From-Home Arrangement Every Friday for School-Based Personnel During End-of-School-Year Break**, this office hereby disseminates the implementation of the Work-From-Home (WFH) arrangement every Friday to all school-based non-teaching and related teaching personnel from April 10, 2026 to June 5, 2026.
2. Attached is the DepEd Memorandum for your reference.
3. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

References: Memorandum from the Office of the Secretary

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

WORK FROM HOME

OSDS Personnel Unit – dissemination of the implementation of work-from-home arrangement every friday for school-based personnel during end-of-school-year break
PERO5Q70-002585/April 10, 2026



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 : *100*
[Redacted]
ATTY. FATIMA LIPPO 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