



Republic of the Philippines  
**Department of Education**  
 REGION X  
**SCHOOLS DIVISION OF LANA DEL NORTE**

DEPED LANA DEL NORTE  
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March 10, 2026

DIVISION MEMORANDUM  
 No. 160 , s. 2026

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

To: Assistant Schools Division Superintendent  
 Chief Education Supervisor, Curriculum Implementation Division  
 Chief Education Supervisor, School Governance and Operations Division  
 Public Elementary and Secondary School Heads  
 Section/Unit Heads  
 All Others Concerned

- For the information and guidance of all officials and employees, enclosed is a copy of 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**, which is self-explanatory.
- Everyone is directed to strictly comply with the provisions of this Memorandum and ensure the consistent implementation of the prescribed measures to reduce energy consumption in all offices and schools.
- To clarify, the work-from-home (WFH) arrangement every Friday shall apply only to Division Office personnel, school heads, and non-teaching personnel in schools including Contract of Service and Job Order employees. Teachers shall continue to adhere to their existing class schedules to ensure uninterrupted conduct of classes and end-of-school-year activities.
- The work schedule for the WFH shall be from 8:00 a.m. to 5:00 p.m. only. Employees who rendered services beyond the work schedule shall not be entitled to Compensatory Overtime Credit or Overtime Pay.
- Employees shall report their time-in and time-out to their respective Heads of Functional Office or immediate supervisor through their agreed mode of communication to record their actual time log (in and out) and reflect the same in the attached **Individual Daily Log and Accomplishment Report (IDLAR)** to be submitted every Monday of the ensuing week.



Address: DepEd-Division of Lanao del Norte, Pigcarangan, Tubod, Lanao del Norte


Telephone Nos.: (063) 227 6150

Email Address: [lanao.norte@deped.gov.ph](mailto:lanao.norte@deped.gov.ph)

Website: <https://depedlhn.com>

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5. The IDLAR shall reflect the time logs, target deliverables, and actual accomplishments of the employee for the day. No record of time log and accomplishment shall mean that no work/service has been rendered/performed for the day, thus subjecting the personnel to absence.
6. The time and attendance of employees in the IDLAR shall be the same time and attendance to be reflected in their DTRs.
7. Employees in WFH shall make themselves available and accessible during working hours, and must be able to respond to directives, requests, and queries of their immediate supervisor and co-workers.
8. The time schedule for the Monday to Thursday onsite work arrangement shall be from 8:00 – 12:00 and 1:00- 5:00. No official or employee shall be allowed to work in the office after 5:00 p.m. without written permission from the Schools Division Superintendent.
9. Queries relative to this matter can be relayed to Jayvy C. Vegafria, Assistant Schools Division Superintendent at 09364739395.
10. Immediate and wide dissemination of this Memorandum is desired.

**EDWIN R. MARIBOJOC, PhD, CESO V**  
Schools Division Superintendent 

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYEES                      ENERGY CONSERVATION                      SERVICE DELIVERY  
WORK FROM HOME

JCV/DM – Dissemination of DepEd Memorandum No. 018, s. 2026  
March 9, 2026

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT**  
March 2026

Name of Employee: \_\_\_\_\_

Position : \_\_\_\_\_

Date and Actual Time Log	Target Deliverables	Actual Accomplishments

Submitted by:

Attested by:

\_\_\_\_\_  
(Name of Employee)

\_\_\_\_\_  
(Immediate Head)



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Republic of the Philippines  
**Department of Education**

MAR 08 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  
EMPLOYEES  
ENERGY CONSERVATION  
FLEXIBLE WORK ARRANGEMENTS

FRONTLINE SERVICES  
OFFICIALS  
SERVICE DELIVERY  
WORK FROM HOME