



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

March 12, 2026

DIVISION MEMORANDUM

No. 154 s. 2026

INFORMATION DISSEMINATION OF DEPED MEMORANDUM NO. 018, S. 2026 AND THE CLARIFICATION ON THE IMPLEMENTATION OF WORK FROM HOME EVERY FRIDAY UNDER DM NO. 018, S. 2026

TO: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Division Office Personnel
Public School District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance with DepEd Memorandum No. 18, 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 shall adopt energy conservation protocols for all offices and, flexible work arrangements for Non-Teaching and Related-Teaching Personnel including COS and Job Order employees in the Division only, to be implemented starting **March 9, 2026** and shall remain in effect until lifted or sooner revoked by the Office of the President.

2. **As clarified, Teaching Personnel shall continue to follow their existing class schedules to ensure uninterrupted classes and end-of-school year (EOSY) activities.** Also, the work from home every Friday under Memorandum Circular No. 114 s. 2026 **does not cover school-based personnel.** Thus, the flexible working arrangements for school-based non-teaching and related-teaching personnel under DepEd Order No. 004 s. 2025 is temporarily suspended until further notice, to ensure the orderly conduct of EOSY activities.

3. The functional division Chiefs and/or unit/section heads shall ensure that appropriate tasks are assigned to all personnel during work from home and, the Individual Daily Logs and Accomplishment Reports (IDLAR) every Friday are strictly reviewed and complied.

4. The Division Office Utility Workers, Security Guards and Drivers shall adopt the compressed work week, where they will render ten (10) hours of service daily for four (4) days in a week, starting from either 6:30 or 7:00 a.m.



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up to 5:30 or 6:00 p.m. respectively (inclusive of one hour lunch break). A rotation schedule from Monday to Friday and to include Saturday and Sunday for Security Guards shall be implemented. A separate Office Memorandum shall be issued for this purpose.

5. To reiterate, all offices at the Division and schools 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 airconditioned spaces. **The aircondition units shall be used between 9:00 AM to 4:00 PM only** in compliance with RA No. 11285 or the *Energy Efficiency and Conservation (EEC) Act* which mandates all Government Offices to institutionalize energy efficiency and conservation measures in the use of energy.
- b. Activate sleep settings on all office equipment such as photocopier, laptop and desktop computers.
- c. Strictly turn off non-essential (unused) lights and electronic equipment during lunch breaks and after office hours.
- d. Reduce vehicle deployments by consolidating trips or combining officials' tasks and destinations.
- e. Optimizing routes using the shortest, least congested travel paths
- f. Strictly minimizing engine idling during waiting periods except when operationally necessary.
- g. Adopting the "full-tank method" for precise fuel monitoring and adhering rigid preventive vehicle maintenance.

6. Wide dissemination of and strict compliance with this Memorandum are desired.



ROBERTO N. MANGALIMAN PhD, CESO VI
Schools Division Superintendent

References:

- DepEd Memorandum No. 18 s. 2026
- DepEd Order No. 004 s. 2025
- Memorandum on Clarification of DM 018 s. 2026

Attachment: IDLAR



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**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(WORK FROM HOME)**

NAME : JUAN L. DELA CRUZ
POSITION : Administrative Officer II
DIVISION : Personnel Division
Bureau/Service: Bureau of Human Resource and Organizational Development
Date/s Covered: January 1-15, 2025

Date and Actual Time logs	Actual Accomplishments
01/06/2025 Time-in: 8:02 AM Time out: 5:30 PM	<ul style="list-style-type: none"> • Prepared Minutes of Meeting • Attended online Meeting re: "Paper Evaluation of the Office Screening Committee (OSC)" • Drafted five (5) correspondences • Updated document tracking database
01/07/2025 Time-in: 7:18 AM Time out: 4:18 PM	<ul style="list-style-type: none"> • Drafted Memorandum on the Invitation for Regional Consultative Meeting • Conducted coordination meeting with Key Bureau offices • Finalized Draft Policy for vetting by the Office of the Director • Prepared liquidation report

Submitted by:

Attested by:

JUAN L. DELA CRUZ
 Administrative Officer II
 Personnel Division

MA. CORAZON A. SANTOS
 Chief Administrative Office
 Personnel Division

DIVISION OF BILIRAI
 LARRAZABAL, NAVAL BILIRAI
RELEASED
 BY: [Signature] 1:43
 DATE: 3/2/25

[Handwritten marks]