



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

March 12, 2026

DIVISION MEMORANDUM
OSDS-2026- 053

REITERATION OF 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: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit/Section Heads
Public Elementary and Secondary School Heads
All Concerned Personnel
This Division

1. This Office reiterates the strict implementation of the provisions of DepEd Order No. 018, s. 2026 on the adoption of energy conservation protocols and flexible work arrangements in the City Schools Division of Tacurong starting March 9, 2026, until such time that the memorandum is lifted or revoked.
2. In addition to the existing energy conservation protocols of the Department, all offices are enjoined to observe the following measures:
 - 2.1 Switch on air-conditioning units only at 8:30 a.m. and switch them off at 4:30 p.m.;
 - 2.2 Unplug electronic devices (such as computers, printers, electric pans, sound system, and similar equipment) when not in use; and
 - 2.3 Use lighting only as necessary to maintain adequate illumination during working hours.
 - 2.4 Division Memorandum No. 142, s. 2024 titled "Implementation of Enhanced Low-Cost Energy Efficiency and Conservation Measures" is still in forced except Item No. 2.A. 12 & 14 which shall be revised as follows:

Reporting to office during the WFH schedule (Friday), weekends and holidays is strictly not allowed. Further, no personnel shall be allowed to enter the office before 7:00 o'clock in the morning nor extend services/office hours beyond 6:00 o'clock in the afternoon, except for emergency, urgent and in the exigency of the service which shall be determined by the Schools Division Superintendent.
3. All non-teaching and related-teaching personnel, including those engaged under Contract of Service and Job Order arrangements, shall observe a four-day onsite work arrangement from Monday to Thursday and a Work from Home (WFH) arrangement every Friday.
4. The WFH arrangement applies only to nonteaching and related-teaching personnel in DepEd offices and does not cover school-based nonteaching and related-teaching personnel. Teaching personnel shall continue to follow their existing class schedules to ensure uninterrupted classes and end-of-school-year (EOSY) activities.



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5. To ensure the continuity of service delivery and monitor work accomplishments during the WFH arrangement, all personnel are directed to comply with the following guidelines:
- 5.1 Log in during the morning and log out in the afternoon through the online DTR tracking system, observing the regular eight-hour work schedule from 8:00 a.m. to 5:00 p.m.;
 - 5.2 Maintain open lines of communication through mobile phones and other communication platforms; and
 - 5.3 Accomplish the Individual Daily Log and Accomplishment Report (IDLAR) and submit the accomplished forms to the Records Section every Monday of the succeeding week.
6. Heads of functional offices shall be responsible for monitoring the activities and performance of their respective personnel under WFH arrangement. They are expected to maintain regular coordination to address concerns that require their attention and appropriate action.
7. All SDO and school personnel are directed to inform the public that work and operations continue during the WFH arrangement.
8. For inquiries, requests and other concerns, the public may contact Ms. Jennifer Claire A. Tayag through 09508315220 or records.tacurong@deped.gov.ph, who shall facilitate the referral of concerns to the appropriate office or personnel for proper action.
9. Immediate dissemination of and compliance with this Memorandum are directed.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: DepEd Order No. 018, s. 2026, IDLAR Template; Division Memorandum No. 142, s. 2024
Reference: DepEd Order No. 004, s. 2025, DepEd Order No. 018, s. 2026, Unnumbered Memorandum dated March 11, 2026 (Clarification on the Implementation of Work from Home every Friday Under DepEd Memorandum 018, s. 2026)

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

*ENERGY CONSERVATION
FLEXIBLE WORK ARRANGMENT*

GUIDELINES

GBB/OSDS/ REITERATION OF DEPED MEMORANDUM NO. 018, S. 2026 (IMPLEMENTATION OF ENERGY CONSERVATION ROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION PURSUANT TO MEMORANDUM CIRCULAR NO. 114)/March 12, 2026



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Enclosure to DM OSDS No. 053, s. 2026

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

NAME: _____

POSITION: _____

DIVISION/SECTION: _____

DATE/S COVERED: _____

Date and Actual Time Logs	Actual Accomplishments

Submitted by:

AO IV
HR Section

Attested by:

AO V/Admin Head
Administrative Unit


Republic of the Philippines
Department of Education
Region XII
City Schools Division of Tacurong

December 23, 2024

DIVISION MEMORANDUM
OSDS No. 142, s. 2024

**IMPLEMENTATION OF ENHANCED LOW-COST ENERGY EFFICIENCY AND
CONSERVATION MEASURES**

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Cluster Heads/School Heads
Section Heads
Teaching and Non-teaching Personnel
SDO Personnel
All Others Concerned
This Division

1. Pursuant to the Memorandum Circular No. 48 dated May 13, 2024, titled **Directing All Government Agencies and Instrumentalities and Encouraging Local Government Units to Adopt and Immediately Implement Low-Cost Energy Efficiency and Conservation Measures**, Republic Act No. 11285 otherwise known as the **Energy Efficiency and Conservation Act** and DepEd Order No. 50 s, 2008, titled **DepEd Electricity and Fuel Savings Measures**, this office reiterates adoption of low-cost energy efficiency and conservation measures to support government's austerity program and improve efficiency.

2. To align our actions and prioritization, the following conservation measures on the use of electricity, fuel and water conservation measures are hereby implemented effective immediately.

A. On Electricity

1. Limit the operation/use of the air-conditioning system for up to 8 hours straight only (e.g. 7AM to 3PM or 8AM to 4PM or 8:30AM to 4:30PM);
2. To ensure maximum energy efficiency, the following air-conditioning temperature shall be set as follows:
 - a. Dry/Summer Season – 24 °C
 - b. Wet/rainy Season – 25 – 26 °C
 - c. "Fan Mode" during break time (12:00PM to 1:00PM);
3. Lights shall be turned off after office hours, except in offices where continuous work or services to the public is being conducted;
4. Computers are strictly for official use only and shall be shut down when not in use;



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5. All doors and windows of air-conditioned rooms shall be closed all the time to maintain ambient temperature;
6. Maintenance personnel must ensure that air-conditioned rooms are properly enclosed to minimize air-leakage;
7. Lights shall be turned off during lunch breaks and after office hours, except in offices where continuous work or services to the public is being conducted;
8. As much as possible, use of natural light shall be optimized;
9. All energy consuming equipment such as printers, water dispensers and other equipment shall be unplugged/turned off before leaving the office/classroom;
10. All lights inside the offices shall be turned off after office hours except those on corridors, doors, gates and strategic areas needed for the security and safety of the areas;
11. Preventive maintenance measures shall be conducted regularly for air conditioning units, lighting and fixtures, computers, laptops, printers, photo copiers, scanners, CCTV and other office equipment;
12. Personnel/staff with approved Authority to Render Overtime Services on weekdays shall be allowed to use the air-conditioning unit/s within the time stated in the approved AROS. Personnel/staff who shall render overtime services on Saturdays, Sundays and Holidays with a duly approved Authority to Render Overtime Services shall be allowed to use the air conditioning unit system from 9:00 a.m. to 12:00 noon only;
13. Security Guard on duty shall make a daily report of unturned lights and unplugged air conditioners in every office starting 6:00 p.m;
14. Personnel/staff with approved Authority to Render Overtime Services on weekdays shall be allowed to use the air-conditioning unit/s within the time stated in the approved AROS. Personnel/staff who shall render overtime services on Saturdays, Sundays and Holidays with a duly approved Authority to Render Overtime Services shall be allowed to use the air conditioning unit system from 9:00 a.m. to 12:00 noon only.

B. On Fuel

1. To reduce fuel consumption of the office, carpooling shall be implemented with proper scheduling of daily trips to avoid unnecessary trips;
2. Smooth/Moderate acceleration of vehicles and driving at a steady pace is advised to avoid unnecessary and repetitious speeding up and slowing down;
3. A standard and regular preventive maintenance to all office vehicles shall be programmed to ensure its efficient use;



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4. Regular engine tune-up and replacement of air and fuel filter;
5. Periodic change oil and replacement of oil filter;
6. Idling of engines while waiting and/or parking is strictly prohibited;
6. Warm-up of all service vehicles shall not exceed one (1) minute;
7. A pre-departure checklist shall be accomplished by the drivers and attached to the Trip Ticket to ensure the safety of the passengers and efficient use of vehicles;
8. Proper inflation and alignment of tires and proper alignment and balancing of wheels;
9. A pre-departure checklist shall be accomplished by the drivers and attached to the Trip Ticket to ensure the safety of the passengers and efficient use of vehicles;
10. The use of government vehicles for purposes other than official business is strictly prohibited. The trip ticket authorizing the use of the vehicle shall be displayed on the windshield or in a conspicuous place on the vehicle
11. A Monthly Fuel Consumption Report to monitor compliance with the preceding Act shall also be submitted to the Department of Energy's Government Energy Management Program System.

C. On Water

INDOOR

1. Turn off faucets when not in use;
2. Turn off faucets while brushing your teeth;
3. Turn off faucets while lathering and scrubbing hands, then turn it back on to rinse; and
4. Regular checking of toilets, faucets, and pipes for leaks and fix them immediately.

OUTDOOR

1. Water your plants and lawn early in the morning or late in the afternoon when it's cooler. Don't water your plants during windy days or high noon;
2. Don't water your lawn often. Never soak your lawn; grass does not need a lot of water;
3. When cleaning your sidewalk or driveway, use a broom instead of a hose;
4. Immediately report to concerned personnel any water leaks from busted pipes, pilferage, etc.; and
5. Use recycled water (e.g., water used in dishwashing) for watering plants.

3. The EEC Officer/EEC Focal Person/EEC Coordinators and the School Heads shall be responsible for the following:



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- a) To monitor and evaluate the energy efficiency and conservation program of the office/school consistent with the Government Energy Management Program (GEMP);
 - b) To ensure the implementation and improvement of energy efficiency measure within their office/school.
4. The heads of functional divisions and school heads shall intensify energy efficiency and conservation efforts to ensure efficient and judicious utilization of energy.
5. For your information and strict compliance.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference: Memorandum Circular No. 48, Republic Act No. 11285 and DepEd order No. 50 s., 2008;
Region Memorandum AD-2023-032
Allotment: None
To be included in the Perpetual Index under the following Subjects:
ENERGY POLICY

ZBP/ADMIN/DM / IMPLEMENTATION OF ENHANCED LOW COST ENERGY EFFICIENCY AND CONSERVATION MEASURES / December 23, 2024



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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