



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF VIGAN CITY

678
2603-768

Office of the Schools Division Superintendent

09 MAR 2026

DIVISION MEMORANDUM

No. 189, s.2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Unit and Section Heads
All SDO Proper Personnel
All Teaching and Non-Teaching Personnel

IMPLEMENTATION OF ENERGY CONSERVATION AND FLEXIBLE WORK ARRANGEMENTS (FWA) IN SDO VIGAN CITY

1. In compliance with DepEd Memorandum No. 018, s. 2026, SDO Vigan City is implementing strict energy conservation measures and flexible work schedules effective **March 9, 2026**. These steps aim to reduce electricity and fuel consumption by **10-20%** due to rising fuel costs.
2. All offices and schools must strictly follow these rules:
 - **Air-conditioning:** Maintain a standard thermostat setting of **24°C**.
 - **Equipment:** Activate "sleep settings" on all office computers and machines.
 - **Lighting:** Turn off non-essential lights and electronics during lunch breaks and after office hours.
 - **Meetings:** All coordination meetings and conferences must be held **virtually** unless physical attendance is absolutely necessary.
3. For official travel and government transport:
 - Consolidate trips to reduce the number of vehicles used.
 - Minimize engine idling during waiting periods.
 - Adhere to a rigid preventive maintenance schedule for all vehicles.
4. To further save energy, the following work schedule is adopted:
 - **Onsite Work: Monday to Thursday.**
 - **Work-From-Home (WFH) every Friday** for all office based personnel (non-teaching and related-teaching), **including** those whose functions **cannot** be performed offsite



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigancity.com



Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM



Republic of the Philippines
Department of Education
REGION I

2603-768

SCHOOLS DIVISION OF VIGAN CITY

- Teachers shall continue to follow their existing class schedules to ensure no interruption of classes.
 - Heads of offices must ensure that frontline services remain available and that "zero-backlog" is maintained even during WFH days. Requests to render over-time must be approved for prolonged stay in the office due to work.
5. Personnel on WFH must submit their **Individual Daily Logs and Accomplishment Reports** to their immediate supervisors for approval. No delays in service will be allowed due to the WFH arrangement.
 6. For immediate and strict compliance.

VILMA D. EDA, CESO V
Schools Division Superintendent



/AOVkt



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedvigan.city



Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM



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**

[DEPED MEMORANDUM] Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114

From Publications Division <pas.pd@deped.gov.ph>

Date Sun 08/03/2026 22:49

To Office of the Secretary <osec@deped.gov.ph>; Office of the USec for Human Resource & Organizational Dev (OUHROD) <usec.hrod@deped.gov.ph>; Office of the Undersecretary for Curriculum and Teaching (OUCT) <ouct@deped.gov.ph>; Office of Assistant Secretary for Curriculum and Teaching <oasct@deped.gov.ph>; Office of the Undersecretary for Procurement (OUPro) <oupro@deped.gov.ph>; Office of the Assistant Secretary for Procurement (OASP) <oasp@deped.gov.ph>; Office of the Undersecretary for Operations <ouops@deped.gov.ph>; Third-Level Management (TLM) Unit <3rdlevel@deped.gov.ph>; Office of the Assistant Secretary for Operations <asec.ops@deped.gov.ph>; Office of the Assistant Secretary for Operations <oasops@deped.gov.ph>; Office of the Undersecretary for Legal Affairs (OULA) <oula@deped.gov.ph>; Office of the Assistant Secretary for Legal Affairs <oasla@deped.gov.ph>; PRIVATE EDUCATION <private.education@deped.gov.ph>; Office of the Undersecretary for Support to the Implementation of Public-Private Partnership <ousip@deped.gov.ph>; Office of the Undersecretary for Finance (Disbursements and Accounting) <oufda@deped.gov.ph>; Undersecretary for Finance - Budget and Performance Monitoring <usec.financebpm@deped.gov.ph>; Public Affairs Service - Office of the Director <pas.od@deped.gov.ph>; External Partnerships <externalpartnerships@deped.gov.ph>; Internal Audit Service Office of the Director <ias.od@deped.gov.ph>; CONTRACT MANAGEMENT DIVISION PROCUREMENT MANAGEMENT SERVICE <procms.cmd@deped.gov.ph>

Cc Office of the USec for Human Resource & Organizational Dev (OUHROD) <usec.hrod@deped.gov.ph>; Office of the Secretary <osec@deped.gov.ph>

Good day!

For the information and guidance of all concerned, this Office informs you of the issuance 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**.

The Memorandum can be accessed through this [link](#).

For your information and appropriate action.

Thank you.

Kind regards,

Publications Division /igg
Public Affairs Service
Department of Education Central Office
(02) 8633-9341

We value your feedback!

Help us improve by answering our short survey: bit.ly/PAS-PD_CSM2026

You may scan the QR code to access the survey on your mobile device:





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