



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

12 MAR 2026

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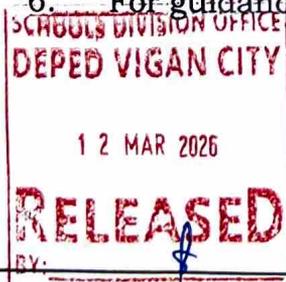
DIVISION MEMORANDUM

No. 207, s.2026

CLARIFICATION ON THE IMPLEMENTATION OF WORK FROM HOME EVERY FRIDAY UNDER DEPED MEMORANDUM NO. 18, S. 2026

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

1. The Department of Education released a DepEd Memo No. 18, s. 2026 directing non-teaching and teaching related office-based personnel to be on Work-From-Home every Friday, including those whose functions cannot be performed onsite.
2. This division issued a localized Division Memorandum No. 189, s. 2026 on the Implementation of Energy Conservation and Flexible Work Arrangement in SDO Vigan City bearing the same directive.
3. Clarifying this, a memorandum was issued by the Central Office through the Undersecretary and Chief of Staff, Atty. Fatima Lipp D. Panontongan which provides that *Memorandum Circular No. 114, s. 2026 does not cover school based personnel.*
4. The WFH provisions for school-based non-teaching and related-teaching personnel **is temporarily suspended until further notice to ensure the orderly conduct of EOSY activities.**
5. All other provision of DM No. 18, s. 2026 and DepEd Vigan DM No. 189, s. 2025 remain in effect.
6. For guidance and strict compliance.



VILMA D. EDA, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

2023-999 E45

MEMORANDUM

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary



SUBJECT : Clarification on the Implementation of Work from Home
Every Friday Under DepEd Memorandum No. 018, s. 2026

DATE : March 11, 2026

1. This clarifies the implementation of the work-from-home (WFH) arrangement every Friday under DepEd Memorandum (DM) No. 018, s. 2026 (Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114), which adopts a four-day onsite work schedule from Monday to Thursday and designates Friday as the common WFH day.
2. The WFH arrangement applies only to nonteaching and related-teaching personnel in DepEd offices. Teaching personnel shall continue to follow their existing class schedules to ensure uninterrupted classes and end-of-school-year (EOSY) activities.
3. The Memorandum Circular No. 114, s. 2026 does not cover school-based personnel. The WFH provision under DepEd No. 004, s. 2025 (Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education) for school-based nonteaching and related-teaching personnel is temporarily suspended until further notice to ensure the orderly conduct of EOSY activities.
4. All other provisions of DM 018, s. 2026 shall remain in effect.
5. For guidance and strict compliance.

JMC: M Clarification on the Implementation of WFH Every Friday
0098 - March 11, 2026