



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

11 MAR 2026

DIVISION MEMORANDUM
No. 135 s. 2026

**IMPLEMENTATION OF ENERGY CONSUMPTION PROTOCOL AND FLEXIBLE
WORK ARRANGEMENT IN THE SCHOOLS DIVISION OFFICE**

TO : Assistant Schools Division Superintendent
OIC-Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Integrated and Senior High Schools
All Others Concerned

1. Pursuant to 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**, this Office will implement the following measures:

- a. Effective March 9, 2026, the Division Office will adopt a **four-day onsite work arrangement from Monday to Thursday. Friday** is designated as the common work-from-home (WFH) day for all SDO personnel. All personnel under the WFH arrangement shall perform assigned tasks and deliverables remotely and remain accessible through official communication channels during working hours.
- b. Lights and electronic equipment shall be turned off by 12:00 noon to 1:00 PM.
- c. Air-conditioning units must be set not lower than 24°C.
- d. Activate sleep settings on all office equipment.
- e. Teaching personnel shall continue to follow their existing class schedules and school arrangements to ensure uninterrupted delivery of instruction and completion of school activities.
- f. School-based non-teaching personnel may be allowed to render WFH, provided that public service delivery in the school is not disrupted. The School Head shall determine the personnel who may be authorized to render WFH, ensuring the continuous and uninterrupted delivery of services at the school level.

2. Division Chiefs/ Section Heads in the Schools Division Office and School Heads shall ensure continuous delivery of frontline and support services and establish mechanisms to respond promptly to stakeholder concern.

3. Immediate dissemination of and compliance with this Memorandum are desired.


ROEL F. BERMEJO
Schools Division Superintendent

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

EMPLOYEES



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