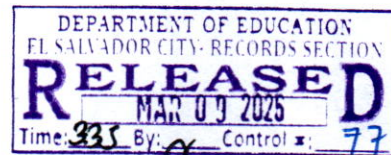




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



09 Mar 2026

DIVISION MEMORANDUM

No. 077, s. 2026

IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE
 WORK ARRANGEMENTS IN SCHOOLS DIVISION OFFICE

To: Asst. Schools Division Superintendent
 Chief CID, SGOD
 Education Program Supervisors
 Section Heads
 All Public Elementary & Secondary School Heads
 All Others Concerned
 This Division

1. In reference to DepEd Memorandum No. 018, s. 2026, issued by the Department of Education, this Office hereby informs all non-teaching and teaching-related personnel of the implementation of energy conservation protocols and flexible work arrangements in compliance with Memorandum Circular No. 114. The directive aims to reduce electricity and fuel consumption across government offices while ensuring the continuous delivery of public services.
2. In line with the directive, the Schools Division Office, and school-based nonteaching and teaching-related personnel shall adopt a four-day onsite work arrangement from Monday to Thursday, while Friday shall be designated as a Work-From-Home (WFH) day for eligible personnel, **effective March 9, 2026**.
3. All previously approved flexible working schedules and arrangements are hereby revoked. All personnel shall strictly follow the prescribed 8:00 AM-12:00 NN and 1:00 PM-5:00 PM work schedule. Overtime work is not allowed under this arrangement unless expressly authorized by the Schools Division Superintendent for highly exceptional circumstances.
4. During the Work-From-Home days, personnel are expected to:
 - a. Remain available during official working hours;
 - b. Accomplish assigned tasks and submit required outputs when necessary;
 - c. Respond to official communications through email, messaging platforms, or other approved communication channels; and
 - d. Participate in scheduled virtual meetings and activities when necessary.




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5. To ensure compliance with the WFH arrangement, security guards are directed not to allow entry of employees into the office premises on Fridays, except in emergency situations or upon explicit authority from the Schools Division Superintendent or authorized representative.
6. Teaching personnel shall continue to follow their existing class schedules and school activities to ensure the uninterrupted delivery of instruction and completion of end-of-school-year requirements.
7. Effective immediately, all offices are directed to implement the following energy conservation measures:
 - a. Maintain air-conditioning temperature settings at 24°C or higher; and shall only be used /operated from 8:00 A.M. to 4:00 P.M.
 - b. Turn off lights, air-conditioning units, and other electrical equipment when not in use;
 - c. Activate sleep mode or energy-saving settings for office computers and equipment;
 - d. Limit the use of non-essential electrical appliances;
 - e. Conduct virtual meetings whenever feasible; and
 - f. Restrict official travel to essential functions only.
 - g. Offices shall ensure that lights, computers, and other electrical equipment are turned off when not in use.
8. All are reminded that this Office adheres to Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
9. For information and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
Under the following subjects:
ATTENDANCE EMPLOYEES

