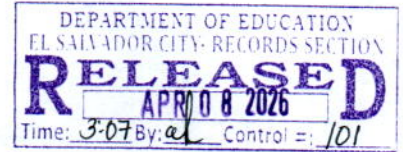




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



07 Apr 2026

DIVISION MEMORANDUM
 No. 101, s. 2026

ADOPTION OF WORK-FROM-HOME (WFH) ARRANGEMENT EVERY FRIDAY FOR SCHOOL-BASED PERSONNEL FOR APRIL AND MAY 2026

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. 18, s. 2026, and in support of the Department's Energy Conservation Policy, this Office hereby adopts a Work-From-Home (WFH) arrangement for all school-based personnel every Friday for the months of April and May 2026, **effective April 10, 2026**.
2. This measure aims to contribute to energy efficiency efforts, reduce electricity consumption within school premises, and promote sustainable operational practices while ensuring the continuous delivery of essential services.
3. All previously approved flexible working schedules and arrangements are hereby revoked. All school-based personnel shall strictly follow the prescribed **8:00 AM-12:00 NN and 1:00 PM-5:00 PM** work schedule (Monday to Thursday). Personnel shall remain accessible during official working hours and ensure uninterrupted delivery of services, including responding to queries, accomplishing assigned tasks, and meeting deadlines. 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. All personnel must be reachable through official communication platforms (e.g., email, messaging applications, and other authorized channels) throughout the workday;
 - b. Immediate heads, school heads shall monitor attendance, outputs, and productivity of personnel under the WFH arrangement;
 - c. Required reports and deliverables shall be submitted on or before the prescribed deadlines; and
 - d. Participate in scheduled virtual meetings and activities when necessary.




Address: Zone 3, Tuburan, Poblacion, El Salvador City
 Telephone Nos.: (088) 882-6326
 Email Address: elsalvador.city@deped.gov.ph
 Website: depedelsalvadorcity.org

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5. The accomplishment report shall be submitted on the following Monday of first working day of the following week to the division office. (Attached)
6. To ensure compliance with the WFH arrangement, security guards/ Watchmen 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.
7. Effective immediately, all school 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 *fw*
Schools Division Superintendent

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



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

Attachment No. 1 to Division Memorandum No. 10/ s. 2026

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(WORK FROM HOME)

NAME: JUAN D. CRUZ
POSITION: Administrative Assistant III
DEPARTMENT/SECTION: Admin Section-Personnel Unit
STATION: Schools Division Office

Date/s Covered: April 10, 2026
(just indicate above the submitted WFH Schedule)

Date and Actual Time Logs	Actual Accomplishments
April 10, 2026 Time-in (AM): 8:00 AM Time out (Lunch Break): 12:00 PM Time-in (Lunch Break): 1:00 PM Time out (PM): 5:00 PM	<i>KRA 1: Recruitment, Selection and Placement</i> <ul style="list-style-type: none"> • Downloaded responses from the IER Google form and sorted non-teaching applicants to their desired position and assigning them with their unique Applicant Code • Fill-out the IER template per position with the required information per CSC guidelines (5 positions, 2 sets each) • Prepare draft letter responses to applicants (2 sets per position, Qualified •

Prepared by:

 JUAN D. CRUZ
 Administrative Assistant III

Noted by:

 RICARDO C. DALISAY
 Administrative Officer IV
(Immediate Superior)



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