



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

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March 10, 2026

**SCHOOLS DIVISION MEMORANDUM**

No. III, s. 2026

**OPERATIONAL GUIDANCE ON THE IMPLEMENTATION OF ENERGY  
CONSERVATION PROTOCOL AND FLEXIBLE WORK ARRANGEMENT  
PER DEPED MEMORANDUM NO. 18, s. 2026**

To: Chiefs, CID and SGOD  
Education Program Supervisors  
School Heads, Elementary and Secondary  
Unit and Section Heads  
All Teaching and Non-Teaching Personnel  
All Others Concerned

1. Pursuant to *DepEd Memorandum No. 018, s. 2026*, directing the strict adoption of **Energy Conservation Protocols and Flexible Work Arrangements** to reduce government energy consumption while ensuring uninterrupted delivery of public services, this Division issues the following Operational Guidance, effective **immediately** until lifted or revoked by higher authority.

2. This issuance applies to all SDO offices/units and service sections, including **all non-teaching and related-teaching personnel, COS/JO staff**, and personnel under current flexible work arrangements. Teaching personnel shall continue to follow their respective class schedules and school-based arrangements to ensure the uninterrupted conduct of classes and end-of-school-year activities.

3. This Guidance aims to achieve a **10–20% reduction in electricity and fuel consumption** within SDO operations—without sacrificing public service delivery—through the strict enforcement of energy conservation protocols and flexible work arrangements consistent with DepEd and national directives.



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### **ENERGY CONSERVATION PROTOCOLS**

4. All offices/units shall strictly implement the following measures:
- a. Thermostat Setting: Maintain all air-conditioning units at 24°C. Lower settings are strictly prohibited.
  - b. Lighting & Equipment Discipline:
    - Turn off all non-essential lights and electrical/electronic equipment during lunch breaks and after office hours.
    - No switching on of lights or equipment before official office hours
    - All office IT equipment must be set to sleep mode when idle.
  - c. Virtual-by-Default Meetings: All inter-agency meetings, consultations, and conferences shall be conducted virtually by default. Physical meetings are permitted only when operationally indispensable.
  - d. Official Travel Restrictions: All non-essential travel is held in abeyance. Travel shall be authorized only for essential or critical functions when objectives cannot be achieved virtually or through alternative modalities.
  - e. Fleet Efficiency & Fuel Economy:
    - Consolidate official trips, subject to approval of the authorized officer.
    - Optimize routes using shortest and least congested paths; minimize idling.
    - Adopt the “full-tank method” for accurate fuel monitoring and reconciliation.

### **FLEXIBLE WORK ARRANGEMENT (FWA)**

5. The following FWA mechanism shall be implemented:
- a. **Workweek Structure**:
    - A four-day onsite work arrangement (Monday to Thursday) shall be observed.
    - Friday is designated as Work-From-Home (WFH) for covered personnel.
    - This arrangement is effective 09 March 2026, until lifted by the Office of the President/DepEd Central Office.



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**b. Duty on Fridays:**

- A rotational schedule of the General Services Personnel shall be prepared by the AO V of the Administrative Services Section for the approval of the SDS.
- All onsite personnel shall stay only in the approved common area to minimize energy use.

**c. WFH Performance Monitoring: WFH personnel shall:**

- Accomplish the prescribed WFH Output Monitoring Template (Annex A).
- Remain reachable via official channels during office hours.

**d. Uninterrupted Services:**

- Under no circumstances shall the FWA interrupt or delay frontline or essential services.
- Heads of offices must ensure continuous, efficient, and uninterrupted operations by maintaining clear client service communication hotlines, and official email/Facebook channels.

**e. Exemptions:**

- Personnel involved in emergency, security, or other critical operations are not covered by the WFH arrangement.

**f. Accountability:**

- WFH personnel who are found to be engaging in recreational or non-work activities during official hours shall be dealt with administratively, pursuant to DepEd and Civil Service rules.

**g. Schools/Field Offices:**

- Office-based personnel stationed in schools or field units may adopt energy-saving schemes aligned with this Guidance, subject to:

1. Satisfaction of the objectives set forth in the issuances,
2. Recommendation of the School Head
3. Approval of the SDS, and
4. Service audits and performance monitoring.



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**ROLES AND RESPONSIBILITIES**

6. The following roles and responsibilities are defined:

- ❖ **Administrative/General Services (Property, Building & Grounds):** Enforce thermostat, lighting, and equipment controls; post reminders; maintain common-area arrangements for Friday duty; and keep an Energy Conservation Daily Checklist.
- ❖ **HRMO:** Consolidate and maintain the weekly Friday duty schedule.
- ❖ **Budget/Finance:** Establish energy/fuel baselines; set monthly targets toward the 10–20% reduction goal; track and document savings.
- ❖ **Supply (Fleet Marshal):** Implement trip consolidation, route optimization, idling minimization; enforce full-tank method and complete fuel and odometer logs.
- ❖ **ICT Unit:** Support secure virtual platforms and ensure devices are set to energy-efficient defaults.
- ❖ **Section Chiefs/Unit Heads:** Ensure compliance with:
  1. Friday duty schedule
  2. recommend only essential official travel
  3. virtual-by-default meetings rules,
  4. output-based WFH requirements, and
  5. zero-backlog service delivery.

7. All Heads shall maintain clear client service windows, hotlines, and official email/Facebook page messaging for Fridays, ensuring no service interruption even during WFH.

8. For information, guidance, and compliance.



**JOHANNA N. GERVAICIO, PhD, CESO-V**  
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**Department of Education**

Region III

SDO SCIENCE CITY OF MUNOZ

Enclosure to Division Memorandum No.      s. 2026 (Annex A)

\_\_\_\_\_ Date

**WORK FROM HOME (WFH) MONITORING TEMPLATE**

DATE	TASK/ACTIVITIES TO BE ACCOMPLISHED <i>(to be filled up before Friday)</i>	ACCOMPLISHMENTS <i>(to be submitted the following Monday)</i>	REMARKS

- *To be accomplished weekly*

Submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Name of Section/Unit/Division Head