



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

10 MAR 2026

DIVISION MEMORANDUM

No. 189, s. 2026

IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS IN THE SCHOOLS DIVISION OF THE CITY OF BATAC

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit and Section Heads
All Teaching and Non-Teaching Personnel
Public Elementary and Secondary School Heads
All Others Concerned

1. In compliance with Department of Education 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 Division directs all offices and schools to adopt **energy-saving measures** and appropriate **work arrangements** to support government initiatives on energy conservation and efficient utilization of resources.
2. This Memorandum aims to promote efficient use of electricity and other energy resources in all DepEd offices and schools within the Division, implement appropriate energy conservation protocols, and adopt flexible work arrangements when necessary to reduce energy consumption while ensuring uninterrupted delivery of public services.
3. All DepEd offices and schools are hereby directed to implement the following energy conservation practices strictly:
 - a. Maintain air-conditioning thermostat settings at 24°C;
 - b. Turn off lights, computers, printers, and other electrical equipment when not in use;
 - c. Activate sleep mode or power-saving settings on office equipment;
 - d. Turn off non-essential lights and devices during lunch breaks and after office hours;
 - e. Maximize natural lighting and ventilation whenever possible; and
 - f. Promote responsible energy consumption among personnel and learners.
4. To further reduce electricity and fuel consumption, the following shall be observed:



DepEd Batac City



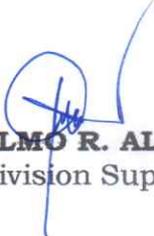
batac.city@deped.gov.ph



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- a. Meetings, consultations, and conferences are encouraged to be conducted virtually whenever possible;
 - b. Physical meetings shall be limited to those deemed operationally necessary;
 - c. Official travel shall be restricted to essential activities that cannot be conducted virtually; and
 - d. Offices utilizing government vehicles shall optimize travel schedules and routes to minimize fuel consumption.
5. Subject to existing policies and approval of the Schools Division Superintendent, offices and schools shall adopt a **four-day onsite work arrangement from Monday to Thursday**. In accordance with MC No. 114, s. 2026, **Friday** is designated as the common work-from-home (WFH) day for all covered personnel. For the duration of this arrangement, Friday shall also serve as the WFH day under the Combination of Flexible Work Arrangements provided under DO 004, s. 2025, or the Guidelines on the Adoption of Flexible Work Arrangements in the Department of Education.
6. The adoption of the WFH arrangement under this Memorandum shall continue to apply to all non-teaching and related-teaching personnel of the Division Office, including Contract of Service and Job Order employees, in accordance with DO 004, s. 2025. Teaching personnel shall continue to adhere to their existing class schedules and school arrangements to ensure uninterrupted conduct of classes and end-of-school-year activities.
7. All office-based personnel, including those whose functions cannot be performed off-site, shall be assigned WFH tasks and shall complete and report their daily deliverables and accomplishments. Heads of offices shall ensure that all personnel are assigned appropriate tasks during the WFH day.
8. Heads of Offices and School Heads shall ensure continuous and efficient delivery of frontline services, monitor the attendance and productivity of personnel working remotely through Daily Time Records (DTR), Individual Daily Logs, and Accomplishment Reports; and ensure compliance with the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (RA 11032) by maintaining zero backlog in services.
9. School Heads and Office Heads shall ensure strict compliance with this Memorandum and regularly monitor the implementation of the prescribed energy conservation measures.
10. Attached is a copy of DepEd Memorandum No. 018, s. 2026.
11. For immediate and strict compliance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None

Reference: DepEd Order (No. 018, s. 2026)

To be included in the Perpetual Index

Under the following subject:

EMPLOYEES
ENERGY CONSERVATION
WORK FROM HOME

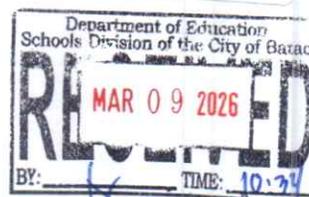
OFFICIALS
FLEXIBLE WORK ARRANGEMENTS
OFFICE ARRANGEMENT

26003/ OSDS ADMIN JPM/ Implementation of Energy Conservation Protocols and Flexible Work Arrangement
2604153/ March 09, 2026



Republic of the Philippines
Department of Education

SDCB RECORDS UNIT
2604153



MAR 08 2026

DepEd MEMORANDUM
No. **018**, s. 2026

**IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE
WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION PURSUANT
TO MEMORANDUM CIRCULAR NO. 114**

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

1. In compliance with Memorandum Circular (MC) No. 114 issued by the Office of the President (OP) on March 6, 2026, the Department of Education (DepEd) directs the strict adoption of energy conservation protocols and flexible work arrangements as earlier authorized under DepEd Order (DO) No. 004, s. 2025 (Flexible Work Arrangements in the Department of Education).
2. These measures aim to reduce the energy consumption of government operations and optimize the use of public resources amid rising fuel costs caused by geopolitical tensions. This shall be implemented starting **March 9, 2026** and shall remain in effect until lifted or sooner revoked by OP.

Energy Conservation Protocols

3. All DepEd offices are directed to strictly undertake the following conservation measures to achieve an actual electricity and fuel consumption reduction of 10–20 percent:
 - a. Maintain a standard thermostat setting of 24°C for air-conditioned spaces.
 - b. Activate sleep settings on all office equipment.
 - c. Strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours.
 - d. Minimize elevator use by encouraging personnel to take the stairs when moving one floor up or down, where practicable.
4. All meetings for inter-agency coordination, consultations, and conferences shall be held virtually. Physical meetings or workshops are allowed only when necessary or operationally indispensable.

Official travel shall be authorized only for essential and critical functions, specifically when the objectives of the activity cannot be effectively achieved through alternative modalities such as virtual meetings or electronic communications.

5. All DepEd offices shall strengthen fleet-efficiency measures to reduce fuel consumption and improve the fuel-economy performance of government transport. These measures include:

- a. Consolidating trips by combining official tasks and destinations to reduce vehicle deployments.
- b. Optimizing routes using the shortest, least-congested travel paths and coordinated scheduling.
- c. Strictly minimizing engine idling during waiting periods, except when operationally necessary.
- d. Adopting the "full-tank method" for precise fuel monitoring and adhering to rigid preventive vehicle maintenance.

Flexible Work Arrangements (FWA)

6. DepEd shall adopt a **four-day onsite work arrangement from Monday to Thursday**. In accordance with MC No. 114, s. 2026, **Friday** is designated as the common work-from-home (WFH) day for all covered personnel. For the duration of this arrangement, Friday shall also serve as the WFH day under the Combination of Flexible Work Arrangements provided under DO 004, s. 2025, or the Guidelines on the Adoption of Flexible Work Arrangements in the Department of Education.

7. The adoption of the WFH arrangement under this Memorandum shall continue to apply to all non-teaching and related-teaching personnel of the Department, including Contract of Service and Job Order employees, in accordance with DO 004, s. 2025. Teaching personnel shall continue to adhere to their existing class schedules and school arrangement to ensure uninterrupted conduct of classes and end-of-school-year activities.

8. All office-based personnel, including those whose functions cannot be performed off-site, shall be assigned WFH tasks and shall complete and report their daily deliverables and accomplishments. Heads of offices shall ensure that all personnel are assigned appropriate tasks during the WFH day.

9. Compared to the four-day compressed work week which would require extended working hours, the adoption of the common WFH shall ensure inclusivity of work arrangement among solo parent, senior citizens, Persons with Disabilities personnel.

10. To sustain the delivery of services during the WFH arrangement, heads of offices shall ensure the continuous, efficient, and uninterrupted delivery of government services, particularly those providing frontline services. Appropriate mechanisms shall be established to guarantee timely and effective service provision even under remote work arrangements. Clients and stakeholders shall be able to submit requests and lodge inquiries through official communication channels.

11. In the implementation of the WFH arrangement and energy conservation under this Memorandum, all DepEd offices shall ensure full compliance with the provisions of the Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and shall maintain zero-backlog for all frontline and non-frontline services. Heads of offices shall institute mechanisms to ensure service delivery timelines are strictly observed whether work is performed on-site or off-site. No delay attributable to the WFH arrangement shall be allowed.

12. Monitoring of attendance and performance of all personnel availing the WFH arrangement must strictly comply with the reporting mechanisms prescribed under DO 004, s. 2025 such submissions of Daily Time Records and duly accomplished Individual Daily Logs and Accomplishment Reports, approved by the respective immediate supervisors.

13. For immediate and strict compliance.


SONNY ANGARA
Secretary

Reference:

DepEd Order (No. 004, s. 2025)

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
EMPLOYEES
ENERGY CONSERVATION
FLEXIBLE WORK ARRANGEMENTS

FRONTLINE SERVICES
OFFICIALS
SERVICE DELIVERY
WORK FROM HOME

IGG DM Implementation of Energy Conservation Protocols and FWAs in DepEd Pursuant to MC No. 114
0094 - March 8, 2026