Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

March 11, 2026

DIVISION MEMORANDUM
No. 121, s. 2026

IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS IN THE SDO CALBAYOG CITY

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary & Secondary)
Teaching and Non-Teaching Personnel
All Others Concerned

1. In consonance with Civil Service Memorandum Circular No. 114, s. 2026 and DepEd Memorandum No. 018, s. 2026 on the Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education, all non-teaching and teaching-related employees shall adopt the Flexible Work Arrangements (FWA) effective **March 12, 2026**, as follows:

Flexible Work Arrangement

Day	Official Time-in (Morning)	Official Time-out (Afternoon)	Scheme
Monday	8:00am	5:00pm	Onsite
Tuesday	8:00am	5:00pm	Onsite
Wednesday	8:00am	5:00pm	Onsite
Thursday	8:00am	5:00pm	Onsite
Friday	8:00am	5:00pm	Work-From-Home

2. 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. Immediate Heads shall ensure that all personnel are assigned appropriate tasks during the WFH day.

3. Employees whose services are necessary to be performed on-site such as Utility Workers including agency hired, Drivers, and some of the Contract of Service employees may adopt the Four-Day Compressed Workweek as indicated below, provided energy conservation shall be strictly observed.

Four-Day Compressed Workweek

Day	Official Time-in (Morning)	Official Time-out (Afternoon)	Scheme
Monday	6:00am-7:00am	5:00pm-6:00pm	Onsite
Tuesday	6:00am-7:00am	5:00pm-6:00pm	Onsite
Wednesday	6:00am-7:00am	5:00pm-6:00pm	Onsite
Thursday	6:00am-7:00am	5:00pm-6:00pm	Onsite
Friday	Free Day		

4. Under full-flexible working hour, an employee shall report for work at any time between the allowable official time-in and leave the office at any time between the official time-out as indicated above to complete the required forty (40) hours per week exclusive of lunch time (12:00-1:00pm). All instances of tardiness and undertime shall be subject to existing Civil Service rules and regulations.

5. With the adoption of flexible work arrangements, Division Chiefs/Unit/Section Heads shall monitor the attendance and performance of all personnel availing the WFH arrangement and must strictly comply with the reporting mechanisms prescribed under DepEd Order No. 004, s. 2025 through the accomplishment of Individual Daily Logs and Accomplishment Reports (IDLAR), approved by the respective immediate superiors which shall then be attached to the Daily Time Records (DTR).

6. Attached is the template of the Individual Daily Logs and Accomplishment Report (IDLAR) for reference.

7. Immediate dissemination of and strict compliance with this Memorandum are directed.

DEPED DIVISION OF CALBAYOG CITY
RELEASED
DATE: 11 MAR 2026
BY:

MARGARITO A. CALDAYONA, JR. PhD, CESO VI
Schools Division Superintendent