



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

March 12, 2026

DIVISION MEMORANDUM
No. 103, s. 2026

**CLARIFICATION ON THE IMPLEMENTATION OF ENERGY CONSERVATION
PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Division Office Personnel
All Others Concerned

1. As clarified under the Unnumbered Memorandum dated March 11, 2026, issued by Atty. Fatima Lipp P. Panontongan, Undersecretary and Chief of Staff, Office of the Secretary, **the Work-From-Home (WFH) arrangement every Friday applies only to non-teaching and related-teaching personnel in DepEd offices (Division Office, Regional Office, and Central Office).**
2. Teaching personnel are not covered by the WFH arrangement. They shall continue to follow their class schedules to ensure uninterrupted conduct of classes and End-of-School-Year (EOSY) activities.
3. The WFH provision under DepEd Order No. 004, s. 2025 for school-based non-teaching and related-teaching personnel is temporarily suspended until further notice.
4. All Division Office personnel shall continue to submit WFH deliverables every Friday through Daily Time Records (DTRs), daily logs, or accomplishment reports, as required in the original memorandum.
5. Heads of Offices shall assign clear WFH tasks and monitor the outputs of their staff to ensure accountability and productivity.
6. School Heads shall maintain on-site supervision from Monday to Friday to guarantee continuous school operations and proper preparation for EOSY activities.
7. All other provisions of Division Memorandum No. 129, s. 2026 (energy conservation protocols, fleet efficiency, virtual meetings, etc.) remain in full effect.



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

8. The implementation of the WFH arrangement every Friday shall be strictly observed in accordance with DepEd Memorandum No. 018, s. 2026 and Republic Act No. 11032 (Ease of Doing Business and Efficient Government Service Delivery Act of 2018).
9. Immediate and strict compliance is hereby enjoined.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

Enclosure: As stated
To be included in the Perpetual Index
under the following subjects

ENERGY CONSERVATION PROTOCOLS
FLEXIBLE WORK ARRANGEMENTS
NON-TEACHING PERSONNEL
OFFICES
RELATED TEACHING PERSONNEL