



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

April 9, 2026

**DIVISION MEMORANDUM**  
No. 162, s. 2026

**IMPLEMENTATION OF WORK-FROM-HOME ARRANGMENT EVERY FRIDAY  
FOR SCHOOL-BASED PERSONNEL DURING END-OF-SCHOOL-YEAR BREAK**

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. In reference to DepEd Memorandum dated April 9, 2026, issued by the Office of the Secretary, this Office reiterates the implementation of the Work-from-Home (WFH) arrangement every Friday for school-based nonteaching and related teaching personnel during the end-of-school-year break, specifically from **April 10, 2026 to June 5, 2026**.
2. This arrangement is aligned with the Department's energy conservation efforts and the flexible work arrangements (FWA) under DepEd Memorandum No. 018, s. 2026, pursuant to Memorandum Circular No. 114.
3. School heads are directed to ensure that the implementation of WFH does not disrupt essential school operations. Appropriate staffing arrangements must be in place to guarantee the continuity of services and timely accomplishment of school-related tasks.
4. All other provisions of DM 018, s. 2026 and the clarificatory memorandum dated March 11, 2026, not affected by this issuance, shall remain in full force and effect.
5. Immediate dissemination of and strict compliance with this Memorandum is hereby directed.

  
**JERRY DIMLA CRUZ DEM, CESO VI**  
Assistant Schools Division Superintendent

Enclosure: As stated

To be included in the Perpetual Index  
under the following subjects  
FLEXIBLE WORK ARRANGEMENTS  
NON TEACHING PERSONNEL  
OFFICES  
RELATED TEACHING PERSONNEL




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



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

**MEMORANDUM**

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

**FROM :**   
**ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff  
Office of the Secretary

**SUBJECT :** Implementation of Work-from-Home Arrangement Every Friday  
for School-Based Personnel during End-of-School-Year Break

**DATE :** April 9, 2026

1. This Memorandum amends the provisions of the Memorandum dated March 11, 2026, titled Clarification on the Implementation of Work-from-Home (WFH) Every Friday under DepEd Memorandum (DM) No. 018, s. 2026.
2. In line with the Department's energy conservation efforts and consistent with DM 018, s. 2026 [Implementation of Energy Conservation Protocols and Flexible Work Arrangements (FWA) in the Department of Education Pursuant to Memorandum Circular No. 114], FWA adopting a four-day onsite work schedule (Monday to Thursday) and **WFH on Fridays** shall also apply to **school-based nonteaching and related teaching personnel for the period from April 10, 2026, to June 5, 2026.**
3. School heads shall ensure that the implementation of WFH arrangements does not disrupt essential school operations and that appropriate staffing arrangements are in place, as necessary.
4. All other provisions of DM 018, s. 2026, and the March 11, 2026, clarificatory Memorandum that is not affected by this issuance shall remain in effect.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

MSM, M Implementation of Work-from-Home Arrangement Every Friday  
0144 – April 9, 2026



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"We Mould Heroes"



CSC PRIME-HRM BRONZE AWARD  
CSC Resolution No. 201105

PHILIPPINE QUALITY AWARD  
COMMITMENT TO  
QUALITY MANAGEMENT (LEVEL I)  
2022