

RELEASED

BY:  No: 461
DATE: 10 April 2026 TIME 08:00



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

April 10, 2026

DIVISION MEMORANDUM


No. 461 s. 2026

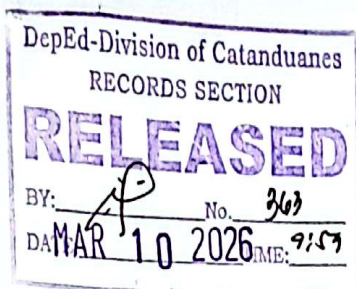
**IMPLEMENTATION OF WORK-FROM-HOME ARRANGEMENT EVERY FRIDAY FOR
SCHOOL-BASED PERSONNEL DURING END-OF-SCHOOL-YEAR BREAK**

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs and Personnel
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to memorandum dated April 9, 2026 re: Implementation of Work-from-Home (WFH) Arrangement Every Friday for School-Based Personnel during End-of-School-Year Break, all school based non-teaching and related-teaching personnel shall adopt a four-day onsite work schedule (Monday to Thursday) and WFH on Fridays for the period from April 10, 2026 to June 5, 2026.
2. School based personnel shall be guided by Division Memorandum No. 363, s. 2026 and Division Memorandum No. 374, s. 2026, for the documents to be accomplished, the mode of attendance, and other instructions. Implementing Units (Junior High Schools) may provide their own link or QR code for attendance.
3. For information, guidance and compliance.

By Authority of the OIC, Office of the Schools Division Superintendent:


EVA S. TOLENTINO
Administrative Officer V
Officer-In-Charge



Republika ng Pilipinas
Kagawaran ng Edukasyon
Rehiyon V – Bicol
TANGGAPANG PANSANGAY NG CATANDUANES

March 9, 2026

DIVISION MEMORANDUM

No. 363 s. 2026

ADDENDUM TO DIVISION MEMORANDUM NO. 354, S. 2026 TITLED "ADOPTION OF ENERGY CONSERVATION PROTOCOLS AND FOUR-DAY ONSITE AND ONE DAY WORK FROM HOME (WFH) ARRANGEMENT IN COMPLIANCE WITH MEMORANDUM CIRCULAR 114

TO: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 354, s. 2026 re: "Adoption of Energy Conservation Protocols and Four-Day Onsite and One Day Work From Home (WHF) Arrangement in Compliance with Memorandum Circular 114 and DepEd Order No. 4 s. 2026 (Guidelines on the Adoption of Flexible Work Arrangement in the Department of Education), the following documents shall be accomplished for the one-day Work From Home arrangement:

Particulars	Date of Submission	Submit to
1. Work From Home Plan	Every Wednesday of the week	Immediate Head
2. Individual Daily Log & Accomplishment Report (IDLAR)	Every Monday of the week	1 copy - Immediate Head 1 copy- Administrative Officer For SDO-Proper Employees: 1 copy to Personnel Section

2. The fixed work schedule for the Work From Home arrangement shall be from 8:00 AM to 5:00 PM only. Employees shall report their time-in and time-out through the link or QR Code provided below to record their actual time log (in and out) and reflect the same in the Individual Daily Log and Accomplishment Report (IDLAR).

bit.ly/2026WFH-AMS



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3. The IDLAR shall reflect the time logs and actual accomplishments of the employee for the day. No record of time log and accomplishment shall mean that no work/service has been rendered/performed for the day, thus subjecting the personnel to absence. The time and attendance shall likewise be reflected in the Daily Time Records (DTRs) duly approved by the immediate head.
4. DepEd officials and employees under WFH shall make themselves available and accessible during working hours, and must be able to respond to directives, requests, and queries through agreed modes of communication with their immediate supervisor and co-workers.
5. Personnel under WFH arrangement shall not be entitled to Compensatory Overtime Credit or Overtime Pay.
6. For information, guidance and strict compliance.

MA JEANY T. ABAYON ✓
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



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Enclosure to Division Memorandum No. 33 s. 2026

WORK FROM HOME PLAN

Date: _____

School/Office: _____

Time	Target Deliverables	Expect Output

Prepared by:

APPROVED:

Name and Position Title

Name & Position of Immediate Head

Template can be downloaded through the link <https://bit.ly/FWAFForms>



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Annex D

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(WORK FROM HOME)**

NAME : JUAN L. DELA CRUZ
POSITION : Administrative Officer II
DIVISION : Personnel Division
Bureau/Service: Bureau of Human Resource and Organizational Development

Date/s Covered: January 1-15, 2025

Date and Actual Time logs	Actual Accomplishments
01/06/2025 Time in: 8:02 AM Time out: 5:30 PM	<ul style="list-style-type: none">• Prepared Minutes of Meeting• Attended online Meeting re: "Paper Evaluation of the Office Screening Committee (OSC)"• Drafted five (5) correspondences• Updated document tracking database
01/07/2025 Time in: 7:18 AM Time out: 4:18 PM	<ul style="list-style-type: none">• Drafted Memorandum on the Invitation for Regional Consultative Meeting• Conducted coordination meeting with Key Bureau offices• Finalized Draft Policy for vetting by the Office of the Director• Prepared liquidation report

Submitted by:

Attested by:

JUAN L. DELA CRUZ
Administrative Officer II
Personnel Division

MA. CORAZON A. SANTOS
Chief Administrative Office
Personnel Division

AS



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RELEASEDBY: *if* No. 374
DATE: MAR 11 2026 TIME: 10:23

Republika ng Pilipinad

Kagawaran ng Edukasyon

Rehiyon V – Bicol

TANGGAPANG PANSANGAY NG CATANDUANES

March 10, 2026

DIVISION MEMORANDUMNo. 374 s. 2026**ADDENDUM NO. 2 TO DIVISION MEMORANDUM NO. 354, S. 2026 TITLED
“ADOPTION OF ENERGY CONSERVATION PROTOCOLS AND FOUR-DAY ONSITE
AND ONE DAY WORK FROM HOME (WFH) ARRANGEMENT IN COMPLIANCE WITH
MEMORANDUM CIRCULAR 114**

TO: Assistant Schools Division Superintendent
CID & SGOD Chief and Personnel
OSDS Unit Heads and Personnel
Elementary & Secondary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 354, s. 2026 re: “Adoption of Energy Conservation Protocols and Four-Day Onsite and One Day Work From Home (WFH) Arrangement in Compliance with Memorandum Circular 114 and DepEd Order No. 4 s. 2026 (Guidelines on the Adoption of Flexible Work Arrangement in the Department of Education), **employees who may not be able to time log through the link or QR Code due to internet connectivity issues or other justifiable reasons shall report their time-in and time-out to their respective immediate heads through their agreed mode of communication (e.g. text message, group chat, calls, etc.) to record their actual time log (in and out). Corresponding proof of time log shall be submitted together with the IDLAR.**
2. For information, guidance and strict compliance.


MA JEANY T. ABAYONAsst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent