

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

March 9, 2026

DIVISION MEMORANDUM

No. 954, s. 2026

**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
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Unit/Section Heads
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
Other Concerned

1. In compliance with Memorandum Circular No. 114 dated March 6, 2026 "Directing all Government Agencies and Instrumentalities to Strictly Adopt Energy Conservation Protocols" from the Office of the President and DepEd Memorandum No. 18, s. 2026, this Office shall strictly adopt the energy conservation protocols and flexible work arrangements as authorized by DO 4, s. 2025.
2. Section 2 of the Circular "Adoption of Energy Conservation Protocols" reiterates the following measures for compliance of schools and offices:
 - a. All agencies shall limit official travel to essential and indispensable functions. Travel shall be deemed unnecessary when the objectives may be effectively accomplished through alternative modalities, such as virtual meetings, electronic communications, or through the consolidation of tasks with other previously scheduled official activities. Travel undertaken without a clear justification of urgency, operational necessity, or direct programmatic relevance shall likewise be considered unnecessary.
 - b. Maintain a standard thermostat setting of 24°C for air-conditioned spaces, activate sleep settings on all office equipment, and strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours.
 - c. Adopt virtual meetings as the default mode for coordination, consultations, conferences and similar engagements. In this regard, all seminars and workshops must be conducted through secure digital platforms, except in cases where physical presence is legally required or operationally indispensable. However, those activities which were already procured prior to the issuance of this memorandum shall proceed with the original mode of implementing the activities.
 - d. All agencies shall strengthen their fleet-efficiency measures to reduce fuel consumption and improve the fuel-economy performance of government transport. These fleet-efficiency measures may include, but may not be limited to the following:
 - 1) Trip consolidation, by combining official tasks and destinations to reduce the number of vehicles deployment.
 - 2) Optimized routes, through the use of shortest, least-congested travel paths and coordinated scheduling to avoid peak-hour congestion.
 - 3) Strict minimization of idling, requiring engines to be switched off during waiting periods except when operationally necessary; and



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- 4) Adoption of the full-tank method for precise fuel monitoring and adhere to rigid preventive vehicle maintenance.
3. A four – day onsite work arrangement from Monday to Thursday and one day Work From Home (WFH) arrangements on Friday starting **March 9, 2026** shall be adopted in accordance with CSC MC No. 6, s. 2022, as amended by CSC MC No. 1, s. 2025, and such other existing rules and guidelines for the adoption of flexible work arrangements.
4. The adoption of the WFH arrangement shall continue to apply to all non-teaching and related teaching personnel including Contract of Service and Job Order employees, in accordance with DO 4, 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.
5. Offices providing essential, basic and vital services, including those responsible for health, public safety, and emergency preparedness and response shall remain fully operational at all times to ensure that such services remain unimpeded, notwithstanding the implementation of these protocols. (Sec.4)
6. SDO-based personnel are advised to plan their work outputs. Section/unit heads shall adopt a monitoring mechanism, such as submission of accomplishment reports done on Fridays or while under WFH arrangement.
7. In the implementation of WFH arrangement, section/unit heads/division chiefs shall ensure the continuous, efficient, and uninterrupted delivery of government services and 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.
8. In order to ensure a reduction of actual electricity and fuel consumption by ten to twenty percent (10%-20%), the following personnel are designated:

Name	Position Title	Designation	Function/s
Engr. Rodger A. Matienzo	Engineer III	Energy Conservation Officer	Conduct energy audits, inspection, and spot checks.
Eva S. Tolentino	Administrative Officer V (Admin)	Energy Conservation Officer	Submit monthly electricity and fuel consumption to the Office of SDS.

9. For information, guidance and strict compliance.


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