



Republic of the Philippines
Department of Education
Region V - Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

31226179

March 10, 2026

DIVISION MEMORANDUM

NO. 0124 s. 2026

**IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND
FLEXIBLE WORK ARRANGEMENTS IN THE DEPARTMENT OF
EDUCATION PURSUANT TO MEMORANDUM
CIRCULAR NO. 114**

To: SDO Staff and Personnel
School Heads
All Others Concerned

- 1 In compliance with Memorandum Circular No. 114 issued by the Office of the President and DepEd Memorandum No. 18 s. 2026, directing the strict adoption of energy conservation protocols and flexible work arrangements to reduce the energy consumption of government operations while ensuring a zero backlog and no delay attributable to the WFH arrangement, this Division this operational guidelines
- 2 The WFH arrangement applies only to the SDO- Office-based nonteaching and related teaching staff and personnel. Teaching personnel shall continue to follow their existing class schedules to ensure uninterrupted classes and EOSY activities.
- 3 The MC No. 114 s. 2026 does not cover school-based personnel. The WFH provision under DepEd Order No. 4 s. 2025 for school- based nonteaching and related-teaching personnel is temporarily suspended until further notice to ensure the orderly conduct of EOSY activities.

4 The following measures shall be observed which shall be implemented by all concerned :

Energy Conservation Protocols

All offices/ units are directed to strictly implement the following conservation measures to achieve an actual electricity and fuel consumption reduction of 10-20 percent :

- a. Turn- on the air -conditioned units at 8:00 AM and turn-off at 5:00PM.
- b. Maintain a thermostat of setting of 24 C
- c. Activate sleep settings on all office equipment
- d. Turn-off non-essential lights and electronic equipment during lunch breaks after office hours.
- e. Meetings for inter-agency coordination, consultations and conferences shall be held virtually. Physical meetings or workshops are allowed only when necessary or operationally indispensable
- f. Official travels shall be authorized only for essential and critical functions, specifically when the objectives of the activity cannot be effectively achieved through alternative modalities such as virtual meetings or electronic communications.

5. In addition , to reduce fuel consumption as part of strengthening fleet-efficiency the following measures shall be observed :

- a. Consolidate official trips. Subject to the approval of the Head of Office
- b. Optimize routes using the shortest, least congested travel path and coordinated scheduling
- c. Strictly minimize engine idling during waiting periods, except when operationally necessary
- e. Adopt the "full- tank method" for precise fuel monitoring and adhering to rigid preventive vehicle maintenance.

Flexible Work Arrangement

6. The following WFH arrangement shall be implemented :

* A four- day onsite work arrangement (Monday to Thursday) shall be observed and Friday is designated as WFH Day .

* This WFH under this Memorandum shall continue to apply to all non-teaching and related-teaching of SDO – Office-based staff and personnel , including COS and JOs until the issuance is lifted or revoked.

* Remain reachable via official channels during office hours -

* Accomplish the prescribed Individual Daily Logs and Accomplishment Reports and DTR to be approved by the respective immediate heads, for monitoring and tracking of attendance and performance.

ROLES AND RESPONSIBILITIES

Administrative/ General Services

- Check thermostat , lighting and equipment control are strictly observed.

Functional Heads/ Section/ Unit Heads

- Ensure compliance of the following :
 - Zero- backlog service delivery
 - Output- based WFH requirements
 - Virtual meetings rules
 - Recommend only essential official travels

Finance / Budget Sections

- Establish energy / fuel baseline
- Set the monthly target toward 10- 20 % reduction goal , track and document

ICT Unit

- Support in the conduct of virtual meetings and ensure devices are set to energy efficient defaults.

Guard

- Receives communications / documents from clients and stakeholders

Supply Officer / UWs acting as Drivers

- Implement trip consolidation, route optimization , idling minimization, enforce full- tank method

7. For information , guidance and compliance of all concerned.


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Schools Division Superintendent