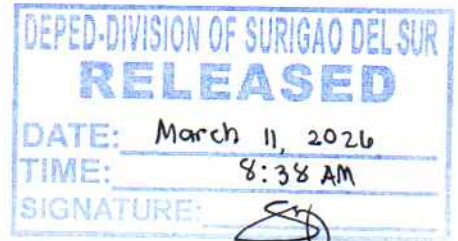




Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR



March 09, 2026

DIVISION MEMORANDUM

No. 094, s. 2026

**ADOPTION ON THE IMPLEMENTATION OF ENERGY CONSERVATION
 PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS IN THE DIVISION OF
 SURIGAO DEL SUR PURSUANT TO DEPED MEMORANDUM NO. 018, S. 2026**

To: Assistant Schools Division Superintendent
 Public Schools District Supervisors/District In-Charge
 Elementary and Secondary School Heads
 All Others Concerned
 This Division

1. In compliance with DepEd Memorandum No. 018, s. 2026- the Implementation of Energy Conservation Protocols and Flexible Work Arrangements, the Division of Surigao del Sur adopts the strict implementation of energy conservation protocols.
2. These measures aim to reduce the energy consumption of government operations and optimize the use of public resources amid rising fuel costs caused by geopolitical tensions. This shall be implemented starting March 9, 2026, and shall remain in effect until lifted or sooner revoked by the Secretary of Education.
3. All Units/Offices are directed to strictly undertake the following conservation measures to achieve an actual electricity and fuel consumption reduction of 10-20 percent:
 - a. Maintain a standard thermostat setting of 24° C for air-conditioned spaces. Air-conditioned can only be used from 9am to 4pm. Overtime is not allowed.
 - b. Activate sleep settings on all office equipment.
 - c. Strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours.
4. All meetings for coordination, consultations, and conferences shall be held virtually. Physical meetings or workshops, seminars are allowed only when necessary or operationally indispensable.



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Official travel 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. All Offices shall strengthen fleet-efficiency measures to reduce fuel consumption and improve the fuel-economy performance of government transport. These measures include:
 - a. Consolidating trips by combining official tasks and destinations to reduce vehicle deployments.
 - b. Optimizing routes using the shortest, least-congested travel paths and coordinated scheduling.
 - c. Strictly minimizing engine idling during waiting periods, except when operationally necessary.
 - d. Adopting the “full-tank method” for precise fuel monitoring and adhering to rigid preventive vehicle maintenance.

Flexible Work Arrangements (FWA)

6. The Division Office shall adopt a **four-day onsite work arrangement from Monday to Thursday from 8:00 AM to 5 PM**. In accordance with MC No. 114, s. 2026, **Friday** is designated as the common work-from-home (WFH) day for all covered personnel. For the duration of this arrangement, Friday shall also serve as the WFH day under the Combination of Flexible Work Arrangements provided under DO 004, s. 2025, or the Guidelines on the Adoption of Flexible Work Arrangements in the Department of Education.
7. The adoption of the WFH arrangement under this Memorandum shall continue to apply to all non-teaching and teaching-related personnel of the Department, including Contract of Service and Job Order employees, in accordance with DO 004, 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.
8. All office-based personnel, including those whose functions cannot be performed off-site, shall be assigned WFH tasks and shall complete and report their daily deliverables and accomplishments. Heads of offices shall ensure that all personnel are assigned appropriate tasks during the WFH day.
9. To sustain the delivery of services during the WFH arrangement, heads of offices shall ensure the continuous, efficient, and uninterrupted delivery of



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services, particularly those providing frontline services. Appropriate mechanisms shall be established to guarantee timely and effective service provision even under remote work arrangements. Clients and stakeholders shall be able to submit requests and lodge inquiries through official communication channels.

10. Monitoring of attendance and performance of all personnel availing the WFH arrangement must strictly comply with the reporting mechanisms prescribed under DO 004, s. 2025 such submissions of Daily Time Records and duly accomplished Individual Daily Logs and Accomplishment Reports, approved by the respective immediate heads, to be attached to their respective DTRs.
11. Documents submitted on a Friday will be received by the security guard on duty, to be turned over to the concerned offices on Monday the following week.
12. For immediate and strict compliance.


LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: NONE

LAG//DM- ADOPTION ON THE IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS IN THE DIVISION OF SURIGAO DEL SUR PURSUANT TO MEMORANDUM CIRCULAR NO.114

___/March 09, 2026



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