



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

March 9, 2026

DIVISION MEMORANDUM
No. 170, s. 2026

**IMPLEMENTATION OF ENERGY CONSERVATION MEASURES AND
ADOPTION OF WORK-FROM-HOME ARRANGEMENT EVERY FRIDAY IN THE
SCHOOLS DIVISION OF PAMPANGA**

To: Assistant Schools Division Superintendents
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to **DepEd Memorandum No. 018, s. 2026**, titled **Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114**, all offices and schools in the Schools Division of Pampanga are hereby informed of the implementation of energy conservation protocols and flexible work arrangements in the Department.
2. The said issuance aims to **reduce electricity and fuel consumption** in government operations and optimize the **use of public resources** amid rising fuel costs and other related circumstances. The implementation took effect on **March 9, 2026**, and shall remain in effect until it is lifted or revoked by the appropriate authorities.
3. In line with the directive, the Schools Division of Pampanga adopts the combination of flexible work arrangement, which is the four-day onsite work arrangement from Monday to Thursday, and the Work-From-Home (WFH) arrangement every Friday for all covered personnel, consistent with DepEd Order No. 004, s. 2025 (Flexible Work Arrangements in the Department of Education).
4. The WFH arrangement shall apply to all Division Office Proper non-teaching and related-teaching personnel, including Contract of Service (COS) and Job Order (JO) personnel, whose functions may be performed remotely.
5. **Non-teaching and related-teaching personnel at the school level shall implement the Work-From-Home (WFH) arrangement every Friday only during the vacation period**, subject to the approval and supervision of the School Head,



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and provided that the delivery of school services and transactions shall not be disrupted. While **teaching personnel shall continue to follow their existing class schedules and school arrangements** to ensure the uninterrupted delivery of instruction and completion of school-related activities.

6. Personnel whose duties require **physical presence in the workplace**, such as **drivers, utility workers, and other support staff performing operational and maintenance functions**, shall continue to report onsite as may be required by their respective heads of offices or school heads to ensure uninterrupted delivery of services.

7. During the WFH day, personnel shall continue to **perform assigned tasks and submit required outputs**, including Daily Logs, Accomplishment Reports (IDLAR), or other monitoring tools required by their immediate supervisors.

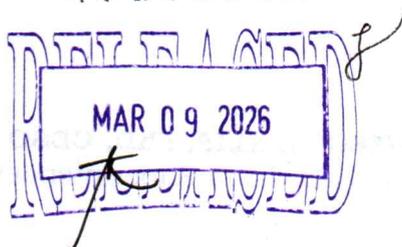
8. Heads of offices and school heads shall ensure that:

- Personnel under their supervision are assigned appropriate tasks during the WFH day;
- Government services, particularly frontline services, remain continuous, efficient, and uninterrupted;
- Official communication channels remain accessible to clients and stakeholders; and
- Service delivery timelines are strictly observed in accordance with Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

9. All offices and schools are likewise directed to **strictly observe energy conservation protocols**, including maintaining recommended thermostat settings, turning off non-essential equipment, minimizing unnecessary fuel consumption, and maximizing the conduct of virtual meetings whenever possible.

10. Immediate dissemination of and strict compliance with this Memorandum is directed.

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Schools Division Superintendent

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