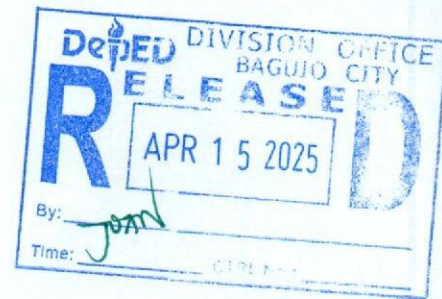




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



April 15, 2025

**DIVISION MEMORANDUM**

No. ~~256-2025~~

**IMPLEMENTATION OF WORK FROM HOME ARRANGEMENT  
AND SUSPENSION OF WORK ON APRIL 16, 2025**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section/Unit Heads  
Public School Heads  
Others Concerned

1. Pursuant to Memorandum Circular No. 81, s. 2025 issued by the Office of the President of the Philippines and in the upcoming observance of Maundy Thursday and Good Friday on April 17-18, 2025, this Office hereby enjoins all Schools Division Office personnel and schools to observe the following work arrangement on April 16, 2025:
  - a. Work from home from 8:00 in the morning to 12:00 in the afternoon, subject to existing laws, rules and regulations;
  - b. Suspension of work from 12:00 in the afternoon onwards.
2. To ensure an output/result-oriented work arrangement, all employees are required to submit their accomplishment reports to their immediate supervisors or school heads on April 21, 2025.
3. Transactions and requests scheduled for April 16, 2025 at the Schools Division Office will be catered to on April 21, 2025.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**SORAYA T. PACULO PhD, CESO VI**  
Schools Division Superintendent