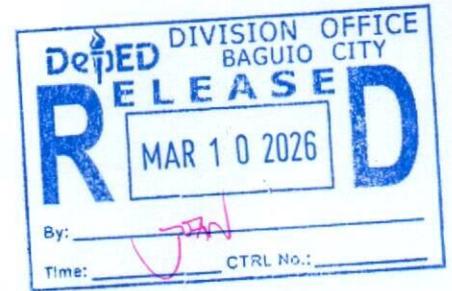




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



March 9, 2026

DIVISION MEMORANDUM
No. **195-2026**

**GUIDANCE ON THE IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS
AND FLEXIBLE WORKING ARRANGEMENTS FOR THE SCHOOLS DIVISION**

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

1. Pursuant to DepEd Memorandum No. 018, s. 2026, and in compliance with Memorandum Circular No. 114 issued by the Office of the President, as well as Regional Memorandum No. 191, s. 2026, this Office issues guidance to all Schools Division personnel on the implementation of energy conservation protocols and flexible working arrangements to help reduce energy consumption and optimize the use of public resources amid rising fuel costs, while ensuring proper coordination, uninterrupted office manning, accountability, and the continued delivery of efficient public service.
2. **Energy Conservation Protocols**
All personnel in the Schools Division Office and schools are directed to observe and practice the following measures:
 - a. Activate power-saving or sleep mode on computers and other office equipment.
 - b. Turn off lights, electric fans, and other non-essential devices during lunch breaks and after office hours.
 - c. Conduct meetings and coordination activities virtually whenever practicable.
 - d. Limit official travel to essential activities only.
 - e. Ensure efficient use of government vehicles through trip consolidation, proper route planning, and regular preventive maintenance.
3. **Flexible Work Arrangement**
 - a. All Schools Division Office personnel shall adopt a four-day onsite work arrangement from Monday to Thursday, with Friday designated as the common Work-from-Home (WFH) day.
 - b. In accordance with DO 004, s. 2025, the fixed work schedule for the WFH arrangement shall be from 8:00 a.m. to 5:00 p.m.
 - c. All school-based personnel shall continue to follow their existing schedules and school arrangements to ensure the uninterrupted conduct of classes, programs, and end-of-school-year activities.
 - d. Health and Nutrition/Medical and Dental personnel, while reporting to the Schools Division Office during regular workdays, shall directly report to their assigned schools every Friday to ensure the continuous delivery of essential health and nutrition services to learners and school communities.
 - e. SDO Administrative Aides I/III (Utility Workers, Drivers) are not covered by the WFH arrangement and shall report onsite to perform maintenance, carpentry, and other operational or support tasks.



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4. Submission of Requests/Concerns

To ensure uninterrupted delivery of services during the WFH arrangement of SDO personnel, all concerns and requests shall be submitted through the designated links/emails provided below:

| Functional Division/Section/Unit | Link/Email | In-charge |
|--|---|---------------------------|
| OSDS | https://tinyurl.com/SDSOFFICEBAG | Martillana, Julie-Abegail |
| OASDS | https://tinyurl.com/OASDSQueries | Dumag, Jeahlyn |
| School Governance and Operations Division (SGOD) | https://tinyurl.com/SGODClientInquiryForm | Sapdoy, Wennie Joy |
| Curriculum Implementation Division | https://tinyurl.com/SDOBaguioCID | Bal-iyang, Jeannette |
| Accounting | https://tinyurl.com/SDOBaguioAccounting | Eguia, Darryl |
| Budget | https://tinyurl.com/OSDSBudgetSection2026 | Mangmangon, Jeric |
| ICT | baguio.city@deped.gov.ph | Oliveros, Eric Joseph |
| Legal | https://tinyurl.com/SDOBaguioLegal | Jose, Anna |
| Admin | https://tinyurl.com/OSDSAdmin2026 | Ocyo, Mary |
| Personnel Unit | bgodivision.personnel@gmail.com | Simangan, Christorey |
| Records Unit | baguio.city@deped.gov.ph | Bangse-il, Arianne |
| Supply Unit | http://tiny.cc/Supply | Cadungog, Vima |

5. Availability and Communication

Personnel on WFH shall remain accessible and responsive during official working hours and must be able to respond to directives, requests, and queries through email, phone, messaging apps, or virtual meetings, as appropriate, with their immediate supervisors, co-workers, and clients, including school-based personnel and other stakeholders.

6. Monitoring of Attendance and Performance

WFH personnel shall record their actual time-in and time-out through the online portal at wfh.depedbaguio.com via mobile phone or computer. Login should be done using the employee's DepEd Google account. Personnel who have forgotten their password may coordinate with the ICT Unit for a password reset.

The recorded time shall be reflected in the Individual Daily Log and Accomplishment Report (IDLAR). Time and attendance shall also be recorded in the Daily Time Records (DTRs), which must be submitted monthly. The attached IDLAR template shall be used for reporting.

7. These measures shall take effect immediately and shall remain in force until officially lifted or revoked by the higher office.

8. For guidance and strict compliance.

Digitally signed by Soraya T. Faculo
 Date: 2026.03.10 15:17:07
 +08'00'

SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent

OASDS/STE/ndc



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 Telephone No.: (074) 685-1231
 Email Address: baguio.city@deped.gov.ph
 DepEd Tayo Baguio City <https://deped.gov.ph>



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INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(WORK FROM HOME)

NAME: _____
POSITION: _____
FD/SECTION/UNIT: _____
DATE/S COVERED: _____

| Date and Actual Time logs | Actual Accomplishments |
|---|---|
| March 13, 2026 Time in: 7:50 AM Time out: 5:02 PM | <ul style="list-style-type: none">Prepared a project proposal on [topic] for review and approval. |
| March 20, 2026 | |
| | |
| | |

Submitted by:

Attested by:

Employee

Chief/Section/Unit Head