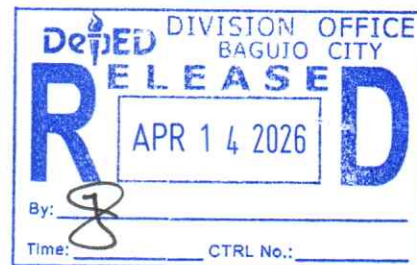




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



April 13, 2026

DIVISION MEMORANDUM

No. **254-2026**

**SUPPLEMENTAL 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. In reference to the Memorandum dated April 9, 2026 on the Implementation of Work-From-Home Arrangement Every Friday for School-Based Personnel during the End-of-Year Break, this Office hereby issues this Supplemental Memorandum to amend and/or provide additional guidance to Division Memorandum No. 195, s. 2026 titled "Guidance on the Implementation of Energy Conservation Protocols and Flexible Working Arrangements for the Schools Division."
2. Accordingly, the following provisions are hereby amended and/or supplemented as follows:
  - a. The Flexible Working Arrangement (FWA), adopting a four-day onsite work schedule (Monday to Thursday) and Work-From-Home (WFH) on Fridays, is hereby extended to include school-based non-teaching and related teaching personnel, effective immediately until June 5, 2026.
  - b. School heads are hereby directed to ensure that the implementation of WFH arrangements shall not prejudice the delivery of essential school services. Appropriate mechanisms shall be established, including but not limited to online transactions and the required onsite reporting of personnel, when necessary.
  - c. School General Services personnel (e.g., utility workers and drivers) are hereby required to report onsite every Friday to undertake maintenance, carpentry, and other operational or support services.
  - d. School personnel under Work-From-Home (WFH) arrangements shall record their actual time-in and time-out. Such records shall be reflected in the Individual Daily Log and Accomplishment Report (IDLAR). Time and attendance shall likewise be recorded in The Daily Time Records (DTRs), which shall be submitted on a monthly basis together with the IDLAR.
  - e. Health Services personnel (Medical and Dental) may be authorized to work under WFH arrangements every Friday, subject to the submission of a work plan and an accomplishment report or corresponding output, provided that they remain on call and ready to report onsite as required by service exigencies.
3. All other provisions of Division Memorandum No. 195, s. 2026 which are not affected by this Supplemental Memorandum shall remain in full force and effect.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent

OASDS/STEJr/nde





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

**INDIVIDUAL WORK PLAN**  
(WORK FROM HOME)

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**FD/SECTION/UNIT/SCHOOL:** \_\_\_\_\_

Date	Tasks/Expected Output
April 18, 2026	<ul style="list-style-type: none"><li>• Draft and finalize a project proposal on (topic) for submission, review, and approval.</li></ul>

Submitted by:

Attested by:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Immediate Supervisor



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SCHOOLS DIVISION OF BAGUIO CITY

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT**  
(WORK FROM HOME)

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**FD/SECTION/UNIT/SCHOOL:** \_\_\_\_\_

<b>Date and Actual Time logs</b>	<b>Actual Accomplishments</b>
April 18, 2026 Time in: 7:50 AM Time out: 5:02 PM	<ul style="list-style-type: none"><li>Prepared a project proposal on [topic] for review and approval.</li></ul>
April 25, 2026	

Submitted by:

Attested by:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Immediate Supervisor