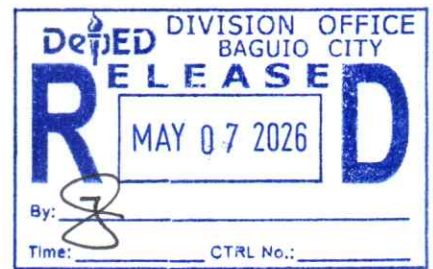




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



May 6, 2026

DIVISION MEMORANDUM
No. **307-2026**

REITERATION AND UPDATED GUIDELINES ON THE IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORKING ARRANGEMENTS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Pursuant to DepEd Memorandum No. 018, s. 2026, Memorandum Circular No. 114 issued by the Office of the President, and Regional Memorandum No. 191, s. 2026, and in relation to the earlier issuance of this Office on energy conservation protocols and flexible working arrangements, this Memorandum reiterates and updates the guidelines for all Schools Division personnel (office-based and school-based) to sustain energy conservation, reduce fuel consumption, and optimize public resource use amid rising costs, while ensuring continuous office operations, accountability, and efficient service delivery.

2. The following updates are hereby issued effective immediately:

a. Energy Conservation Measures and Flexible Working Hours

All personnel are directed to switch off lights and unplug computers from 12:00 noon to 1:00 PM and at the end of office hours by 5:00 PM daily.

In relation thereto, the implementation of full flexible working hours shall be observed, with personnel allowed to report between 7:00 AM to 8:00 AM and to leave between 4:00 PM to 5:00 PM.

b. Work-from-Home Arrangement

The Work-from-Home (WFH) arrangement every Friday shall be strictly observed. It may be utilized for virtual or online work-related activities such as meetings, planning sessions, report preparation, and other outputs that do not require physical presence in the office, subject to applicable rules and supervisory arrangements.

c. Extended Working Hours

Personnel who extend working hours beyond 5:00 PM due to urgent or immediate work requirements shall first seek permission from the Head of Office or authorized immediate supervisor. Proper documentation and justification shall be observed to ensure monitoring, accountability, and transparency.

3. All other provisions stated in previous Division Memoranda relative to this subject remain in full force and effect.

4. For dissemination and strict compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OASDS/STF/nde



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