



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



October 28, 2026

OFFICE MEMORANDUM
No. **075,2026**

**CONTINUED IMPLEMENTATION OF ENERGY CONSERVATION MEASURES AND
UPDATED GUIDANCE ON FLEXIBLE WORKING ARRANGEMENTS
FOR SDO PERSONNEL**

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

1. In line with the continuing government-wide efforts to promote energy conservation and ensure the efficient use of government resources, all personnel are reminded to strictly observe existing energy conservation measures. To ensure the orderly implementation of these measures alongside the office's flexible working arrangements, the following guidance and clarifications are hereby issued for the information and compliance of all concerned, effective immediately:

a. Energy Conservation Measures and Flexible Working Hours

- a.1. All personnel are directed to switch off lights and unplug computers and other non-essential electrical equipment during the lunch break from 12:00 noon to 1:00 PM and at the end of the workday.
- a.2. The regular flexible working hours shall be observed, with personnel allowed to report for work between 7:00 AM and 9:00 AM and to end their workday between 4:00 PM and 6:00 PM, subject to the prescribed number of working hours and applicable CSC rules.

b. Work-from-Home Arrangement

- b.1. The Work-from-Home (WFH) arrangement every **Friday** shall be observed for tasks and activities that can be performed effectively without requiring physical presence in the office, such as virtual meetings, planning sessions, report preparation, and other online or output-based assignments.
- b.2. Personnel under the WFH arrangement shall strictly observe the prescribed working hours from 8:00 AM to 5:00 PM, including the lunch break from 12:00 noon to 1:00 PM, and **shall remain accessible and responsive during working hours**. The required Work Plan and Accomplishment Report shall continue to be submitted in accordance with existing procedures.
- b.3. However, personnel may be required to report physically to the office on Fridays when unfinished tasks, pending transactions, or other work requirements cannot be completed through the WFH arrangement. Such physical reporting shall be subject to the approval or instructions of the Head of Office or authorized immediate supervisor.



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- c. Mandatory Attendance to Flag Raising Ceremony (FRC) ✓
c.1. Attendance at the Flag Raising Ceremony (FRC) every Monday is mandatory for all personnel. On FRC days, full flexitime shall be limited to 7:00 a.m. to 8:00 a.m. Personnel who arrive after 8:00 a.m. shall be considered tardy.
3. All provisions of previous Division Memoranda on this subject that are inconsistent with this Memorandum are hereby superseded. All other provisions shall remain in full force and effect.
4. For information and compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OSDS/STF/nde