



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

OSDS-2026- 068

To : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
SECTION AND UNIT HEADS
ELEMENTARY AND SECONDARY SCHOOL HEADS
SCHOOLS DIVISION OFFICE PERSONNEL
SCHOOLS PERSONNEL - TEACHING AND NON-TEACHING

Subject : Implementation of Energy Conservation Protocols and Flexible Work Arrangement in the Department of Education Pursuant to Memorandum Circular No. 114

Date : March 9, 2026

1. Pursuant to Memorandum Circular No. 114 titled: **“Directing All Government Agencies and Instrumentalities to Strictly Adopt Energy Conservation Protocols”** and DepEd Memorandum No. 018, s. 2006 issued on March 8, 2026 titled: **“Implementation of Energy Conservation Protocols And Flexible Work arrangement in the Department of Education Pursuant to Memorandum Circular No. 114”**, this Schools Division Office adopts the following measures to implement the said energy conservation protocols:

1.1 Personnel in the Schools Division Office shall observe the four-day work arrangement from Monday to Thursday from 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm with Friday designated as the common work-from-home (WFH) day as provided in MC No. 114, 2026. Being on work-from-home working arrangement, personnel should submit Work Day Plan and Individual Work Accomplishment Report which shall be attached to the DTR. However, School-Based Personnel are not covered by this memorandum as they shall be observing the same work arrangement which is Monday to Friday.

1.2 Energy saving shall be observed as follows:

1.2.1 Air condition units shall be put on at 9:00 o'clock in the morning and put off at 4:00 o'clock in the afternoon. Lights and office equipment shall be put on at 8:00 o'clock in the morning upon commencement of work and put off at 5:00 o'clock in the afternoon which presupposes that all personnel should be out from the office at the end of working hours. Division Chiefs, Section Heads and Unit Heads shall be responsible in implementing the same.



- 1.2.2 Official Vehicle must only be used for official travel/s. Strict implementation of idling, requiring engines to be switched off during waiting periods. Minimum of five passengers from different divisions/sections/units with urgent transactions can use the vehicles except when one or two personnel has to transport large quantity of documents and baggage to the regional office and/or other places of destination. As such, prior booking on the usage of the official vehicle is a must. Consequently, passenger/s using the official vehicle cannot claim transportation fare/allowance. Thus, frequent usage of the official vehicle within the jurisdiction of this Schools Division Office for errand purposes is strictly prohibited.
 - 1.2.3 Faucets in the different lavatories and comfort rooms must be inspected from time to time in order to address excessive water slippage.
2. These energy conservation protocols shall only for the SDO personnel to observed. School Heads are directed to formulate their energy conservation implementation.
 3. For immediate dissemination and strict compliance.


MELANIE P. ASTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos CH
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