



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



DIVISION MEMORANDUM

No. 03-091S. 2026

To: Asst. Schools Division Superintendent  
Curriculum Implementation Division (CID)  
Schools Governance Operation Division (SGOD)  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Concerned  
This Division

IMPLEMENTATION OF DEPED MEMORANDUM NO.18 S. 2026 RE:  
IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE  
WORK ARRANGEMENT IN THE DEPARTMENT OF EDUCATION PURSUANT TO  
MEMORANDUM CIRCULAR NO. 114

1. The Schools Division of Siargao adopts to the provisions of the DepEd Memorandum No. 18, s. 2026 and implements the four-day onsite work arrangement from Monday to Thursday and work from home scheme every Friday starting March 9, 2026 until lifted.
2. The adoption of the WFH arrangement under this Memorandum is applicable to all non-teaching, teaching related, school-based non-teaching personnel, including Contract of Service and Job order employees in accordance with DO 004 s. 2025.
3. Teaching personnel shall continue to adhere to their existing class schedules and school arrangements to ensure uninterrupted conduct of classes and end-of-school-year activities.
4. All non-teaching, related teaching, and school based non-teaching personnel including Contract of Service and Job order employees are instructed to observe and comply with the Energy Conservation Protocol and Work from Home Arrangements as follows:

4.1 Individual Work plan during the work from home scheme must be submitted through the division/unit/school heads in accordance with the Civil Service Commission on MC no. 6, s. 2022 as amended by CSC MC No. 1 s. 2025.



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4.2 To ensure proper monitoring of classes and learning continuity PSDSs shall report to the Division office every Mondays and Tuesdays only and shall conduct monitoring in their respective districts every Wednesdays and Thursdays.

4.3 As conservation measure Air conditioning units must be turned on every 9:00 o'clock in the morning and turned off at 4:00 o'clock in the afternoon and set the thermostat at 24 degrees celsius.

4.4 Coordination meetings, conferences and similar engagements must be conducted via secure virtual platforms.

4.5 To strengthen fleet-efficiency measures all employees with private automobiles shall encourage carpooling in coming and leaving the office.

4.6 Office travel must be limited to essential and indispensable functions. Travel is deemed unnecessary when the objective may be effectively accomplished through alternative modalities.

5. This memorandum is in effect until superseded for guidance and strict compliance.

  
**MANUEL O. CABERTE**  
Schools Division Superintendent

**References:**

DepEd memorandum no. 18, s. 2026  
Memorandum Circular no. 114 s. 2026

To be included in the perpetual index of the following:  
HR -BENEFITS PRIME-HRM  
/RMB/HR  
3/10/2026



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