



Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
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Office of the Schools Division
 Superintendent

March 11, 2026

DIVISION MEMORANDUM
 NO. 164, Series 2026

**IMPLEMENTATION OF ENERGY CONVERSION PROTOCOLS AND FLEXIBLE
 WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION PURSUANT
 TO MEMORANDUM CIRCULAR NO. 114**

To : **Asst. Schools Division Superintendent**
Chief Education Supervisors
Public Schools District Supervisors/District in-Charge
All School Heads
All Administrative Officers
All Others Concerned
This Division

1. In reference to DepEd Memorandum No. 018 s. 2026 re: Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education pursuant to Memorandum Circular No. 114, this Division hereby directs all functional divisions, sections, unit offices, and public schools to implement appropriate energy conservation measures and flexible work arrangements in order to promote the efficient use of electricity and other energy sources within the Department.

2. In this regard, all offices and schools are encouraged to adopt and observe the following energy conservation protocols:

- A. Maintain a standard thermostat setting of 24°C for air-conditioned spaces.
- B. Activate sleep settings on all office equipment.
- C. Strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours.
- D. Minimize elevator use by encouraging personnel to take the stairs when moving one floor up or down, where practicable.

3. In addition, the DepEd shall adopt a **four-day onsite work arrangement from Monday to Thursday**. In accordance with MC No. 114 s. 2026, **Friday** is designated as the common work-from-home (WFH) day for all covered personnel.

4. The adoption of the WFH arrangement under this Memorandum shall continue to apply to all **non-teaching** and **related-teaching personnel** of the Department, including Contract of Service and Job Order employees, in accordance with DO 004, S. 2025. 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.



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5. School Heads and Office Heads shall ensure that the implementation of these measures is properly monitored and observed within their respective areas of responsibility. They shall also promote awareness among personnel regarding the importance of energy conservation as part of responsible public service.
6. All concerned are directed to strictly comply with the provisions of this Memorandum and ensure the consistent implementation of the prescribed measures across all offices and schools in this Division. Attached are the DepEd Memorandum No. 018, s. 2026.
7. Immediate dissemination and strict compliance with this Memorandum are hereby directed.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent.

Encl: As stated

References: DepEd Memorandum No. 018 s. 2026

To be indicated in the Perpetual Index under the following subjects:
FLEXIBLE WORK ARRANGEMENT

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