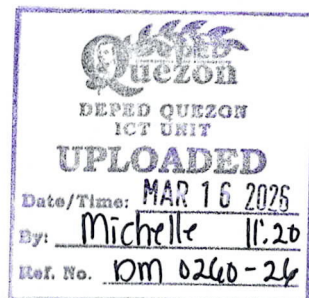




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



12 March 2026

DIVISION MEMORANDUM

No. 0260, s. 2026

**CLARIFICATION ON THE IMPLEMENTATION OF WORK FROM HOME EVERY FRIDAY
UNDER DEPED MEMORANDUM NO. 018, s. 2026**

To: Assistant Schools Division Superintendents
Chiefs - CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
All Others Concerned

1. Attached is DepEd Memorandum dated March 11, 2026, titled "Clarification on the Implementation of Work from Home Every Friday Under DepEd Memorandum No. 018, s. 2026.
2. Wide and immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Percp03/12/2026

DEPEDQUEZON-TM-SDS-04-009-003




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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary



SUBJECT : Clarification on the Implementation of Work from Home
Every Friday Under DepEd Memorandum No. 018, s. 2026

DATE : March 11, 2026

1. This clarifies the implementation of the work-from-home (WFH) arrangement every Friday under DepEd Memorandum (DM) No. 018, s. 2026 (Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114), which adopts a four-day onsite work schedule from Monday to Thursday and designates Friday as the common WFH day.
2. The WFH arrangement applies only to nonteaching and related-teaching personnel in DepEd offices. Teaching personnel shall continue to follow their existing class schedules to ensure uninterrupted classes and end-of-school-year (EOSY) activities.
3. The Memorandum Circular No. 114, s. 2026 does not cover school-based personnel. The WFH provision under DepEd No. 004, s. 2025 (Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education) for school-based nonteaching and related-teaching personnel is temporarily suspended until further notice to ensure the orderly conduct of EOSY activities.
4. All other provisions of DM 018, s. 2026 shall remain in effect.
5. For guidance and strict compliance.

JMC: M Clarification on the Implementation of WFH Every Friday
0008 March 11, 2026

