



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



DEPED QUEZON  
RECORDS SECTION

**UPLOADED**

Date/Time: 04.10.26 / 5:10pm  
By: Michelle P. De Mesa  
Ref. No.: DM 0324, s. 26

10 April 2026

**DIVISION MEMORANDUM**

No. 0324, s. 2026

**IMPLEMENTATION OF WORK-FROM-HOME ARRANGEMENT EVERY FRIDAY FOR  
SCHOOL-BASED PERSONNEL DURING END-OF-SCHOOL-YEAR BREAK**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Attached is the DepEd Memorandum dated April 9, 2026, titled "Implementation of Work-from-Home Arrangement Every Friday for School-Based Personnel during End-of-School-Year Break". This Memorandum amends the provisions of the Memorandum dated March 11, 2026, titled "Clarification on the Implementation of Work-from-Home (WFH) Every Friday under DepEd Memorandum (DM) No. 018, s. 2026".
2. Immediate dissemination of and compliance with this Memorandum is directed.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**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 :** **Implementation of Work-from-Home Arrangement Every Friday for School-Based Personnel during End-of-School-Year Break**

**DATE :** April 9, 2026

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1. This Memorandum amends the provisions of the Memorandum dated March 11, 2026, titled Clarification on the Implementation of Work-from-Home (WFH) Every Friday under DepEd Memorandum (DM) No. 018, s. 2026.
2. In line with the Department's energy conservation efforts and consistent with DM 018, s. 2026 [Implementation of Energy Conservation Protocols and Flexible Work Arrangements (FWA) in the Department of Education Pursuant to Memorandum Circular No. 114], FWA adopting a four-day onsite work schedule (Monday to Thursday) and **WFH on Fridays** shall also apply to **school-based nonteaching and related teaching personnel for the period from April 10, 2026, to June 5, 2026.**
3. School heads shall ensure that the implementation of WFH arrangements does not disrupt essential school operations and that appropriate staffing arrangements are in place, as necessary.
4. All other provisions of DM 018, s. 2026, and the March 11, 2026, clarificatory Memorandum that is not affected by this issuance shall remain in effect.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

MSM, M Implementation of Work-from-Home Arrangement Every Friday  
0144 – April 9, 2026

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