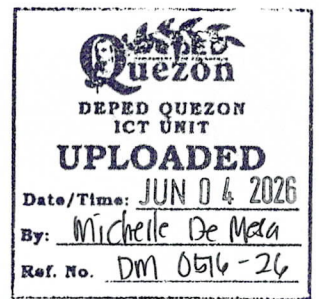




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



04 June 2026


DIVISION MEMORANDUM

No. 0516, s. 2026

WORK ARRANGEMENT OF SCHOOL-BASED PERSONNEL

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

1. Pursuant to the Memorandum dated April 9, 2026, titled “**Implementation of Work-from-Home Arrangement Every Friday for School-Based Personnel during End-of-School-Year Break**”, school-based personnel observed a four-day onsite work schedule (Monday to Thursday) and a work-from-home arrangement every Friday, effective **April 10, 2026, until June 5, 2026**.
2. In view of the official commencement of regular classes on June 8, 2026, the aforementioned Work-from-Home arrangement shall cease to be in effect. All school-based personnel are hereby directed to resume the standard five-day onsite work schedule (Monday to Friday) beginning **June 8, 2026**, to ensure the efficient conduct of school operations and the delivery of instructional services.
3. Immediate dissemination of and strict compliance with this Memorandum is enjoined.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

adm/mdda/06/04/2026



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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 : *100*
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

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

