



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

March 13, 2026

DIVISION MEMORANDUM

No. 128, 2026

IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS, FLEXIBLE WORK ARRANGEMENTS, AND USE OF TASK AND ATTENDANCE MONITORING

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisor - CID
Chief Education Supervisor - SGOD
Public Schools District Supervisors/Districts-in-Charge
Public Secondary/Elementary School Heads
All others concerned

1. The Office of the President issued Memorandum Circular No. 114 on March 6, 2026 and the Department of Education complied therewith by the issuance of DepEd Memorandum No. 18, s. 2026 (Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education pursuant to Memorandum Circular No. 114).
2. DepEd Memorandum No. 18, s. 2026 mandates the adoption of a four-day onsite work arrangement from Monday to Thursday, with Friday as the common work-from-home (WFH) day for all covered personnel of the DepEd.
3. The Office of the Secretary issued a Memorandum dated March 11, 2026 temporarily suspending the WFH arrangement for school-based non-teaching and related-teaching personnel until further notice.
4. In view of the foregoing, all SDO-based personnel, including designated school personnel with reporting schedule during Fridays to the SDO, are mandated to comply with the WFH arrangement of DepEd.
5. To efficiently and effectively monitor the WFH tasks and attendance, all covered personnel are mandated to access and utilize the google form (Project TRACK) designed for this purpose at <https://tinyurl.com/SDONVWFHLog>
6. All covered personnel shall input their Functional Division and Unit, Log-In Time, and the Tasks planned to be accomplished during the WFH. During Log-out, data on the percentage of accomplishment of the tasks must be provided, where these will be reviewed by designated monitors from the OSDS, CID, and SGOD.
7. Immediate dissemination and compliance to this Memorandum is desired.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
03-2026-202



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