



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

**UNNUMBERED MEMORANDUM**

TO: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief (OIC) – Curriculum Implementation Division  
Public Schools District Supervisors/Districts-in-Charge  
Public Elementary and Secondary School Heads  
All others concerned

FROM:   
**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent  
09-2026-716  

DATE: October 6, 2026



SUBJECT: **WORK-FROM-HOME ARRANGEMENT FOR OCTOBER 7, 2026  
DURING THE SCHEDULED POWER INTERRUPTION**

1. The National Grid Corporation of the Philippines (NGCP) posted an announcement for a scheduled power interruption on October 7, 2026 from 5:30 AM to 5:00 PM for the whole Province of Nueva Vizcaya;
2. The Schools Division Office is largely dependent on continued delivery of electrical power to process its transactions in support to the operations of schools and with the limited number of generator sets, along with the high cost of fuel, the operation of the office on October 7, 2026 is highly inefficient and inconvenient;
3. The use of generator sets will likewise necessitate the opening of windows and doors, which remained unsafe and unhealthy at the moment due to the continued construction of the adjacent building to the SDO building that generates huge amount of dust and particulates;
4. In view of the foregoing, the Office deemed it prudent to ensure the safety and health of its personnel at the SDO and adopt, on October 7, 2026 only, a Work-From-Home Arrangement pursuant to DepEd Order No. 4, s. 2025 (Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education);
5. All Section and Unit Heads shall provide the necessary work/jobs to be performed by their personnel while under the WFH Arrangement on October 7, 2026 and everyone is enjoined to utilize the Project TRACK which is an online alternative to the Individual Daily Log and Accomplishment Report;
6. Notwithstanding the WFH Arrangement, all Section and Unit Heads shall ensure that they are reachable online from 8:00 AM to 5:00 PM on October 7, 2026;
7. In the event that the scheduled power interruption is cancelled or re-scheduled, the WFH Arrangement is automatically cancelled;
8. For information, guidance and compliance.