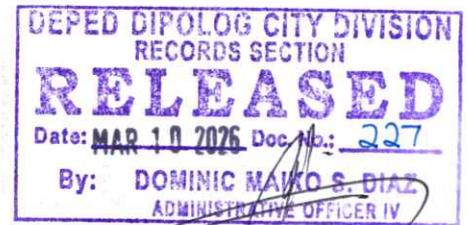




Republic of the Philippines
Department of Education
Region IX – Zamboanga Peninsula
SCHOOLS DIVISION OF DIPOLOG CITY



March 09, 2026

DIVISION MEMORANDUM

No. 227, s. 2026

IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS (FWA) IN THE SCHOOLS DIVISION OF DIPOLOG CITY PURSUANT TO DEPED MEMORANDUM NO. 18, S.2026

To: ASST. SCHOOLS DIVISION SUPERINTENDENT
CHIEF, CURRICULUM IMPLEMENTATION DIVISION (CID)
CHIEF, SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD)
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ALL SECTION/ UNIT HEADS
ALL ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL TEACHING AND NON-TEACHING PERSONNEL
All Others Concerned
This Division

1. In line with the DepEd Memorandum No. 18, s.2026 titled “Implementation of Energy Conservation Protocols and Flexible Work Arrangements (FWAs) in DepEd”, this Memorandum is issued to provide contextualized guidance to all offices and units under the Schools Division of Dipolog City. This issuance ensures strict implementation of energy conservation measures while guaranteeing continuity, accessibility, and quality of frontline services, consistent with the SDO’s Citizen’s Charter.
2. All offices/sections shall strictly implement the following **Energy Conservation Protocols** to achieve an **actual electricity and fuel consumption reduction of 10 to 20 percent**:
 - a. Rationalized use of electricity and equipment;
 - b. Maintain a standard thermostat setting at 24°C for airconditioned spaces;
 - c. Optimization of natural light/ventilation where safety permits;
 - d. Safe shutdown procedures after office hours;
 - e. Scheduling of heavy-consumption devices;
 - f. Incorporation of energy-saving practices in day-to-day operations.
3. **Flexible Work Arrangements (FWA)**
This Division shall implement the following FWA:
 - a. All **Non-Teaching and Related-Teaching Personnel** shall adopt a common Flexible Work Arrangement wherein **Fridays are designated as the official Work-From-Home (WFH) day**, while Mondays to Thursdays remain on-site workdays, subject to:
 - i. Submission of complete IDLAR attached to the DTR;
 - ii. Assigned tasks that are output-based, measurable, and aligned with office mandates;
 - iii. Continuous accessibility through official mobile hotline, email, or approved online platforms;
 - iv. No disruption of frontline services or urgent transactions falling on a Friday (activate Public Service Continuity Strategies or Protocols).
 - b. **Teachers** shall follow **regular school hours** and render instructional and ancillary duties consistent with class programs.



Address: Government Center, Sta. Isabel, Dipolog City
Phone: (065)300-0379
Email: dipolog.city@deped.gov.ph
Website: www.depeddipolog.com
Facebook: DepEd Tayo-Division of Dipolog City

c. **LSB-Paid Personnel**

Station	Work Arrangement	Schedule
Division Office (Drivers, Utilities, Support Staff)	Compressed Work Week	Mondays to Thursdays, 7:00AM to 6:00PM
Division Office and Other Facilities (Watchman)	Regular shift as scheduled	Mondays to Fridays, 7:00AM to 3:00PM, 3:00PM to 11:00PM, and 11:00PM to 7:00AM
School-Based Non-Teaching Personnel	Regular school hours	Mondays to Fridays
School-Based Teaching Personnel	Regular school hours	Mondays to Fridays

4. **Continuity of Frontline Services and Virtual Accessibility**

As mandated under the Citizen’s Charter:

- a. Process Owners, School Heads, Section Heads and Division Chiefs shall publish (see Enclosure 1):
 - i. An official email, or
 - ii. An online platform (e.g., Microsoft Forms)
- b. These channels must be **actively monitored** during office hours.
- c. All virtual access systems shall serve as **official extensions of frontline services**.

5. **General Services and Security Services**

- a. General Services (utilities, facilities, grounds, transport, janitorial):
 - i. Must maintain **continuous on-site** operations;
 - ii. Shall apply energy-saving practices without compromising safety and sanitation;
 - iii. Will adopt a **four-day compressed work week**, from Mondays to Thursdays (7:00AM to 6:00PM).
- b. Security Services:
 - i. On-site presence is mandatory;
 - ii. Must ensure 24/7 coverage as scheduled;
 - iii. Energy-saving protocols must not compromise security readiness.
- c. WFH does not apply to these personnel except when performing administrative or documentation tasks expressly authorized by the Section Head or Head of Office.

6. Responsibilities of School Heads, Section/Unit Heads and/or Division Chiefs:

- a. Assign **specific, measurable, and time-bound** tasks to personnel on WFH;
- b. Monitor and validate **outputs and deliverables**;
- c. Maintain **full coverage** of frontline and essential services;
- d. Issue **clear duty schedules/post assignments** for General Services, Security Services, and LSB-paid personnel.

7. Immediate dissemination of this Memorandum is highly desired.


MA. LIZA R. TABILON, EdD., CESO V
 Schools Division Superintendent
 Office of the Schools Division Superintendent

Encl.: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

Energy Conservation
 Service Delivery
 Security Services

Flexible Work Arrangements
 Work From Home

Frontline Services
 General Services

ADC/20260309-DM-Energy-Conservation
 March 10, 2026



ENCLOSURE 1: OFFICIAL CONTACT INFORMATION

**DepEd Citizens Charter 2025
Official Contact Information
Summary of External and Internal Services by Office/Section**

Schools Division Office

Phone: (065)300-0379; Email: dipolog.city@deped.gov.ph

Website: www.depeddipolog.com; Facebook: DepEd Tayo-Division of Dipolog City

Office / Section	External Services	Internal Services	Email Addresses
Office of the SDS (OSDS)		<ol style="list-style-type: none"> 1. Issuance of Foreign Official Travel Authority 2. Issuance of Foreign Personal Travel Authority 	dipolog.city@deped.gov.ph ; depeddipologcity.asds@deped.gov.ph ; sarahmae.aranas@deped.gov.ph
Legal Unit	<ol style="list-style-type: none"> 1. Request for Correction of Entries in School Records 	<ol style="list-style-type: none"> 1. Issuance of Certificate of No Pending Case 	
Personnel Unit	<ol style="list-style-type: none"> 1. Acceptance of Employment Application for Initial Evaluation (Teaching Position) 2. Acceptance of Employment Application for Initial Evaluation (Non- Teaching and Teaching- Related Positions both Promotion and Entry 	<ol style="list-style-type: none"> 1. Application for ERF (Equivalent Record Form) 2. Application for Leave 3. Application for Retirement 4. Issuance of Certificate of Employment 5. Issuance of Service Record 6. Loan Approval and Verification 7. Processing of Appointment (Original, Reemployment, Reappointment, Promotion and Transfer 8. Processing of Terminal Leave Benefits 9. Request for Correction of Name and Change of Status 	depeddipolog.personnel@deped.gov.ph ; love.ricafort@deped.gov.ph
Records Unit	<ol style="list-style-type: none"> 1. Issuance of Requested Documents (Non-CTC) 2. Issuance of Requested Documents (CTC and Photocopy of Documents) 3. Certification, Authentication, Verification (CAV) 4. Receiving and Releasing of Communication and other Documents 5. Receiving of Complaints against Non-Teaching Personnel 6. Receiving of Complaints Against Teaching Personnel (Multi-stage Processing) 		depeddipolog.records@deped.gov.ph
Property and Supply Unit	<ol style="list-style-type: none"> 1. Inspection, Acceptance and Distribution of Textbooks, Supplies and Equipment 	<ol style="list-style-type: none"> 1. Requisition and Issuance of Supplies 2. Property and Equipment Clearance Signing 	depeddipologcity@deped.gov.ph ; deborahmae.alejo@deped.gov.ph
Budget Unit		<ol style="list-style-type: none"> 1. Processing of ORS 2. Posting/Updating of Disbursement 	depeddipolog.budget@deped.gov.ph ; randyl.geraga@deped.gov.ph
Cash Unit		<ol style="list-style-type: none"> 1. Handling of Cash Advances 	depeddipolog.cashier@deped.gov.ph



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 Email: dipolog.city@deped.gov.ph
 Website: www.depeddipolog.com
 Facebook: DepEd Tayo-Division of Dipolog City

Office / Section	External Services	Internal Services	Email Addresses
ICT Unit		<ol style="list-style-type: none"> 1. User Account Management for Centrally Managed Systems 2. Troubleshooting of ICT Equipment 3. Uploading of Publications 	depeddipolog.ict@deped.gov.ph; jose.apilan@deped.gov.ph
CID-ALS	<ol style="list-style-type: none"> 1. ALS Enrollment 		jovencia.samante@deped.gov.ph
CID-LRMDS	<ol style="list-style-type: none"> 1. Accessing Available Learning Resources from LRMDS Portal 2. Borrowing of Materials from Libraries 	<ol style="list-style-type: none"> 1. Program Work Flow of Submission of Contextualized Learning Resources 2. Quality Assurance of Supplementary Learning Resource 	depeddipolog.lrmads@deped.gov.ph; serapino.esteban@deped.gov.ph; leomartino.alejo@deped.gov.ph
SGOD-Planning and Research	<ol style="list-style-type: none"> 1. Request for Basic Education Data (External Stakeholders) 	<ol style="list-style-type: none"> 1. Request for Basic Education Data (Internal Stakeholder) 2. Request for Data (EBEIS/LIS/NAT) and Performance Indicators 	planning.sgod@deped.gov.ph; research.sgod@deped.gov.ph; marie.nazareth@deped.gov.ph
SGOD-SMME	<ol style="list-style-type: none"> 1. Issuance of Government Permit, Renewal, Recognition of Private Schools 2. Issuance of Special Orders for Graduation of Private School Learners 3. Application for Senior High School (SHS) Additional Track/Strand 4. Application of Summer Permit for Private Schools 5. Application for No Increase in Tuition Fee 6. Application for Increase in Tuition Fee 		smme.sgod@deped.gov.ph; luisiano.murro001@deped.gov.ph