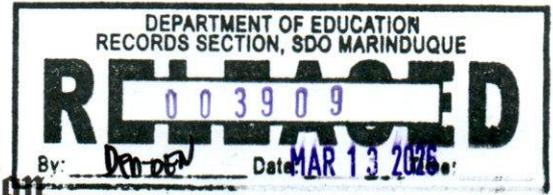




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2026-053

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **CLARIFICATION ON THE IMPLEMENTATION OF WORK FROM HOME EVERY FRIDAY UNDER DEPED MEMORANDUM NO. 18, S. 2026**

DATE: March 12, 2026

Attached is Unnumbered Memorandum from the Office of **Atty. Fatima Lipp D. Panontongan**, Undersecretary and Chief of Staff of the Office of the Secretary, titled "Clarification on the Implementation of Work from Home Every Friday Under DepED Memorandum 18, s. 2026" for reference and guidance of everyone concerned.

For seamless and uniform implementation, the following are reiterated:

- a. The Work from Home (WFH) arrangement shall only be applicable to non-teaching and teaching-related personnel in the Schools Division Office;
- b. The adoption of four-day work arrangement of the SDO-based personnel shall be from Monday-Thursday; hence WFH shall be only on Fridays;
- c. School-based non-teaching and teaching-related personnel shall follow the existing work schedule until further notice; and
- d. Teaching personnel shall continue their existing class schedules to ensure uninterrupted classes and to give way to End-of-School Year Rights preparation and implementation.

Wide and immediate dissemination of the contents of this Memorandum is desired.

/SGOD-SM&N-MMM



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • **Fax No.:** (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>



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 : 
ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary



SUBJECT : Clarification on the Implementation of Work from Home
Every Friday Under DepEd Memorandum No. 018, s. 2026

DATE : March 11, 2026

1. This clarifies the implementation of the work-from-home (WFH) arrangement every Friday under DepEd Memorandum (DM) No. 018, s. 2026 (Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education Pursuant to Memorandum Circular No. 114), which adopts a four-day onsite work schedule from Monday to Thursday and designates Friday as the common WFH day.
2. The WFH arrangement applies only to nonteaching and related-teaching personnel in DepEd offices. Teaching personnel shall continue to follow their existing class schedules to ensure uninterrupted classes and end-of-school-year (EOSY) activities.
3. The Memorandum Circular No. 114, s. 2026 does not cover school-based personnel. The WFH provision under DepEd No. 004, s. 2025 (Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education) for school-based nonteaching and related-teaching personnel is temporarily suspended until further notice to ensure the orderly conduct of EOSY activities.
4. All other provisions of DM 018, s. 2026 shall remain in effect.
5. For guidance and strict compliance.

JMC, M Clarification on the Implementation of WFH Every Friday
0098 - March 11, 2026