



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

March 9, 2026

OFFICE MEMORANDUM

AD-2026- **129**

IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE WORK ARRANGEMENTS IN THE DEPARTMENT OF EDUCATION REGIONAL OFFICE VIII

To: DepEd Regional Office VIII Permanent Employees
 Contract of Service employees
 All Others Concerned

1. In consonance with Civil Service Memorandum Circular No. 114, s. 2026 and DepEd Memorandum No. 018, s. 2026 on the Implementation of Energy Conservation Protocols and Flexible Work Arrangements in the Department of Education, all Regional Office employees shall adopt the Flexible Work Arrangements (FWA) with full-flexible working hours effective **March 9, 2026**, as follows:

Flexible Work Arrangement

Day	Official Time-in (Morning)	Official Time-out (Afternoon)	Scheme
Monday	8:00am	5:00pm	Onsite
Tuesday	7:30am-8:30am	4:30pm-5:30pm	Onsite
Wednesday	7:30am-8:30am	4:30pm-5:30pm	Onsite
Thursday	7:30am-8:30am	4:30pm-5:30pm	Onsite
Friday	7:30am-8:30am	4:30pm-5:30pm	Work-From-Home

2. All office-based personnel, including those whose functions cannot be performed off-site, shall be assigned WFH tasks and shall complete and report their daily deliverables and accomplishments. Immediate Heads shall ensure that all personnel are assigned appropriate tasks during the WFH day.

3. Employees whose services are necessary to be performed on-site such as Utility Workers including agency hired, Drivers, Dormitory Staff, and some of the Contract of Service employees may adopt the Four-Day Compressed Workweek as indicated below, provided energy conservation shall be strictly observed.

Four-Day Compressed Workweek

Day	Official Time-in (Morning)	Official Time-out (Afternoon)	Scheme
Monday	6:00am-7:00am	5:00pm-6:00pm	Onsite
Tuesday	6:00am-7:00am	5:00pm-6:00pm	Onsite
Wednesday	6:00am-7:00am	5:00pm-6:00pm	Onsite
Thursday	6:00am-7:00am	5:00pm-6:00pm	Onsite
Friday	Free Day		



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4. Under full-flexible working hour, an employee shall report for work at any time between the allowable official time-in and leave the office at any time between the official time-out as indicated above to complete the required forty (40) hours per week exclusive of lunch time (12:00-1:00pm). All instances of tardiness and undertime shall be subject to existing Civil Service rules and regulations.
5. With the adoption of flexible work arrangements, Division Chiefs/Unit/Section Heads shall monitor the attendance and performance of all personnel availing the WFH arrangement and must strictly comply with the reporting mechanisms prescribed under DepEd Order No. 004, s. 2025 through the accomplishment of Individual Daily Logs and Accomplishment Reports (IDLAR), approved by the respective immediate superiors which shall then be attached to the Daily Time Records (DTR).
6. Attached is the template of the Individual Daily Logs and Accomplishment Report (IDLAR) for reference.
7. Immediate dissemination of and strict compliance with this Memorandum are directed.

RONALO K. FIRMO CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director



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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

Annex D of DepEd Order No. 004, s. 2025

**INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(WORK FROM HOME)**

NAME : **NAME OF EMPLOYEE**
POSITION : Position Title
DIVISION : Office
UNIT/SECTION : Bureau/Service

Date/s Covered : March 15, 2026

Date and Actual Time logs	Actual Accomplishments
03/13/2026 Time-in: 8:00 AM Time out: 5:30 PM	<ul style="list-style-type: none">• Prepared Minutes of Meeting on the Year End Performance Evaluation.• Attended online Meeting re: "Paper Evaluation of the Office Screening Committee (OSC)"• Drafted five (5) correspondences• Updated document tracking database.

Submitted by:

Attested by:

NAME OF EMPLOYEE
Position Title
Office

NAME OF IMMEDIATE HEAD
Position Title
Office



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