



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

March 27, 2026

OFFICE MEMORANDUM
 AD-2026- 173

**UPDATED GUIDELINES ON THE 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

- Pursuant to the review of Civil Service Commission (CSC) Memorandum Circular No. 06, s. 2022, "Policy on Flexible Work Arrangements in the Government", and as clarified by the CSC regarding official working hours, the implementation of the Flexible Work Arrangement (FWA) under Office Memorandum No. 129, s. 2026 is hereby updated, effective March 30, 2026.
- Regional Office personnel shall adopt combination of Flexitime and Work from Home (WFH) arrangement, as follows:

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

- Office-based personnel, including those whose functions cannot be performed off-site, shall be assigned WFH tasks and are required to complete and report their daily deliverables and accomplishments. Immediate Heads shall ensure that all personnel are provided with appropriate tasks during their designated WFH day.
- Employees whose services are required onsite such as Utility Workers (including agency hires), Drivers, Dormitory Staff, and certain Contract of Service personnel shall adopt a combination of Flexitime and a 4-day Compressed Workweek, as follows:

Day	Official Time-in (Morning)	Official Time-out (Afternoon)	Scheme
Monday	7:00am-8:00am	6:00pm-7:00pm	Onsite
Tuesday	7:00am-8:00am	6:00pm-7:00pm	Onsite
Wednesday	7:00am-8:00am	6:00pm-7:00pm	Onsite
Thursday	7:00am-8:00am	6:00pm-7:00pm	Onsite
Friday	Free Day		

5. In the event of a declared holiday, suspension of work, or official travel falling on a Friday, the regular working schedule of eight (8) hours per day shall apply. Employees who have rendered more than the required number of hours for the week, except those on travel status, shall be entitled to overtime pay or compensatory overtime credits in accordance with DepEd Order No. 30, s. 2016 and CSC-DBM Joint Circular No. 2, s. 2015.
6. Under the full-flexible working hours arrangement, employees may report for work anytime within the allowable official time-in and leave within the official time-out, provided that the required forty (40) hours per week, exclusive of the lunch break from 12:00 noon to 1:00 p.m. are completed. All instances of tardiness and undertime shall be governed by existing Civil Service rules and regulations.
7. With the adoption of flexible work arrangements, Division Chiefs, Unit Heads, and Section Heads shall monitor the attendance and performance of personnel availing of the WFH arrangement. They shall strictly comply with reporting mechanisms prescribed under DepEd Order No. 004, s. 2025 through the submission of Individual Daily Logs and Accomplishment Reports (IDLAR), duly approved by their respective immediate superiors. These shall be attached to the Daily Time Records (DTR).
8. Attached is the template for the Individual Daily Logs and Accomplishment Report (IDLAR) for reference.
9. Immediate dissemination of and strict compliance with this Memorandum are directed.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
 Regional Director



AD-PS-EDR



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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) correspondencesUpdated document tracking database.

Submitted by:

Attested by:

NAME OF EMPLOYEE

Position Title

Office

NAME OF IMMEDIATE HEAD

Position Title

Office