DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
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DIVISION MEMORANDUM
No. 585, s. 2026

IMPLEMENTATION OF FOUR-DAY ONSITE WORK SCHEDULE WITH CONTINUED OBSERVANCE OF ENERGY CONSERVATION MEASURES

To: Assistant Schools Division Superintendents
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
School Heads, Elementary & Secondary
Administrative Officer V and Section Heads
Division Office Personnel
All Others Concerned

1. Pursuant to Memorandum Circular No. 114, s. 2026, issued by the Office of the President, and DepEd Memorandum No. 18, s. 2026, this Office hereby adopts a **four-day onsite work arrangement of ten (10) working hours per day, from Monday to Thursday, 7:00 AM to 6:00 PM,** to ensure compliance with the Civil Service Commission (CSC) requirement of forty (40) working hours per week.

2. The new work schedule shall take effect on **November 19, 2026 (Thursday)**. For the transition this week, and to complete the forty (40) working hours a week as required by the Civil Service Commission, the following schedule shall be observed:

a. **Wednesday, November 18, 2026 –** Work-from-Home (WFH) in the morning, 8:00 AM to 12:00 NN, due to the scheduled power interruption affecting the entire Rinconada Area; and

b. **Thursday and Friday, November 19–20, 2026 –** Onsite work from 7:00 AM to 6:00 PM, inclusive of a one-hour meal break.

3. All SDO-based personnel, including non-teaching, teaching-related, Contract of Service, and Job Order personnel, and those under flexible work arrangements, shall observe the prescribed schedule. Office heads shall ensure proper monitoring of attendance and uninterrupted delivery of essential services.

4. All offices and personnel shall continue to strictly observe the energy conservation measures under Division Memorandum No. 147, s. 2026, particularly the following:

a. **Air-conditioning:** Turn on air-conditioning units only from 9:00 AM to 4:00 PM; maintain a thermostat setting of 24°C; and ensure units are turned off when not in use.

b. **Lighting and Electrical Equipment:** Turn off non-essential lights, computers, and electronic equipment during lunch breaks and after office hours. Activate sleep or power-saving settings on office equipment.

c. **Virtual Meetings:** Adopt virtual meetings as the default mode for coordination meetings, conferences, and consultations whenever feasible.

d. **Official Travel and Fuel Efficiency:** Limit official travel to essential activities; utilize virtual platforms whenever practicable; consolidate trips, optimize routes, minimize vehicle idling, and ensure regular preventive maintenance. Drivers shall turn off engines while on standby.

5. All offices are encouraged to support the government's target of reducing electricity and fuel consumption by **10%–20%** through strict compliance with the foregoing measures.

6. Administrative Officer V, Arthur M. Ramboyong, shall continue to serve as the **Energy Conservation Officer**, responsible for monitoring compliance and submitting monthly reports on the implementation of energy conservation measures to the Office of the Schools Division Superintendent.

7. Engr. Rudy Tuyay and Engr. Michael Doroin shall continue to conduct regular inspections of electrical connections and maintenance checks and facilitate the repair or replacement of minor electrical faults or damages.

8. All other provisions of Division Memorandum No. 147, s. 2026, pertaining to energy conservation measures shall remain in full force and effect. The provisions on the previous four-day onsite and one-day WFH arrangement are hereby superseded.

9. For dissemination and strict compliance

MARIA-MAGNOLIA F. BRIOSO
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent