DEPARTMENT OF EDUCATION
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Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 265, s. 2026

CLARIFICATION ON THE IMPLEMENTATION OF WORK FROM HOME EVERY FRIDAY UNDER DEPED MEMORANDUM NO. 018 S. 2026

TO: Schools Division Superintendents
All Other Concerned

1. Attached is an Unnumbered Memorandum dated March 11, 2026 re: "Clarification on the Implementation of Work from Home every Friday under Deped Memorandum No. 018 s. 2026" which is self-explanatory.

2. Attention is particularly invited to Paragraph 3 of the said Memorandum.

3. Immediate dissemination of and strict compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

POLICY
LEAVE
PROCEDURE
SERVICE DELIVERY
WORK HOURS

ASD/PS/AGSanchez/REGIONAL MEMO -Dissemination-Memorandum-Clarification on WFH under DO 018 s.2026

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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