



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OFFICE OF DAVAO ORIENTAL

MAR 11 2026

**DIVISION MEMORANDUM**

No. 022, s. 2026

**IMPLEMENTATION OF ENERGY CONSERVATION PROTOCOLS AND FLEXIBLE  
WORK ARRANGEMENTS IN THE  
SCHOOLS DIVISION OF DAVAO ORIENTAL**

To : Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Section/Unit Heads  
Public Elementary and Secondary School Heads  
All Others Concerned

With reference to Memorandum Circular No. 114 from the Office of the President entitled Directing All Government Agencies and Instrumentalities to Strictly Adopt Energy Conservation Protocols, this Office mandates the following energy conservation strategies:

1. The Schools Division Office shall adopt a four day onsite and one day work from home arrangement. All personnel shall be physically present in the office from Monday to Thursday and shall work from home every Friday. Functional Division Chiefs and Section Heads shall ensure that office operations remain unimpeded under this setup.

2. All air-conditioning units shall be turned on no earlier than 9:00 AM and turned off no later than 4:00 PM. The thermostat shall be set to a temperature not lower than 24 degrees Celsius. The SDO shall implement a uniform eight (8) hour work schedule.

3. Doors of air-conditioned areas shall be kept closed to maintain ambient temperature.

4. The sleep or power saving mode of all computers shall be activated when not in use.

5. All personnel, including school personnel, shall consolidate trips by combining tasks and destinations to reduce the number of travels and minimize the frequency of vehicle deployments. Drivers shall strictly minimize idling and shall



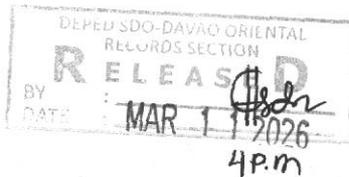
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switch off vehicle engines during waiting periods, except when operationally necessary. Carpooling among personnel, especially when using DepEd vehicles, conducting essential school visits shall also be observed.

6. All meetings and similar activities shall be conducted virtually whenever feasible.

All schools and offices are hereby directed to comply with the foregoing instructions and are encouraged to implement additional energy conservation measures appropriate to their respective contexts, beyond those already specified.

  
**DR. JOSEPHINE L. FADUL**  
Schools Division Superintendent



OSDS/cns



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