



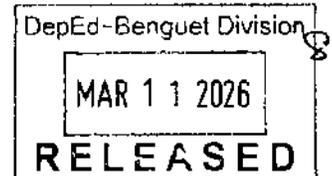
Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

March 9, 2026

**DIVISION MEMORANDUM NO. 105, s. 2026**

**ADOPTION OF DEPED ORDER NO. 18 S. 2026 IN THE  
SCHOOLS DIVISION OF BENGUET**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID, SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Others Concerned



1. In reference to Memorandum Circular No. 114, s. 2026; DepEd Memorandum No. 18, s. 2026; DepEd Order No. 004, s. 2025; and Regional Memorandum No. 191, s. 2026, the Schools Division Office of Benguet hereby adopts and implements the provisions of the said memorandum to support the government's initiative on energy conservation and efficient utilization of resources in all DepEd offices and schools starting **March 9, 2026**.
2. Consistent with the provision on energy conservation protocols, DepEd Benguet adopts a **four day work onsite arrangement from Monday to Thursday and Friday as the designated common work-from-home (WFH) day** for all covered personnel under DO 004 s. 2025. The Division also strictly enforces office closure from 6:30PM onwards on Mondays to Thursdays.
3. In the implementation of the WFH arrangement and energy conservation under this Memorandum, SDO Benguet offices shall ensure full compliance with the provisions of the Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 and shall maintain zero-backlog for all frontline and nonfrontline services.
4. All concerned personnel are directed to ensure responsiveness and timely action on all concerns received during the work-from-home day to maintain service delivery timelines. **No delay attributable to the WFH arrangement shall be tolerated.**
5. Monitoring of attendance and performance of all personnel availing the WFH arrangement must strictly comply with the reporting mechanisms prescribed under DO 004, s. 2025 such submissions of Daily Time Records and duly accomplished non-teaching personnel's service continuity report during work from home activities (Annex A) approved by their respective immediate supervisors.
6. Immediate dissemination and strict compliance with this Memorandum are hereby enjoined.

Digitally signed by  
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**ESTELA P. LEON-CARINO EdD, CESO III**  
Regional Director and  
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