



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Bohol

**Office of the Schools  
Division Superintendent**

April 14, 2026

**DIVISION MEMORANDUM**

No. 245 s. 2026

**IMPLEMENTATION OF WORK-FROM-HOME ARRANGEMENT EVERY FRIDAY  
FOR SCHOOL-BASED PERSONNEL DURING END-OF-SCHOOL-YEAR BREAK**

To : Assistant Schools Division Superintendents  
Chief SGOD and OIC Chief CID  
Education Program Supervisors  
Public Schools District Supervisors/Acting PSDS  
Elementary and Secondary School Heads  
School based Non-Teaching Personnel  
All Others Concerned

Pursuant to the Unnumbered Memorandum dated April 9, 2026, issued by Undersecretary and Chief of Staff Atty. Fatima Lipp D. Panontongan, this Office hereby implements a **Work-From-Home (WFH) arrangement every Friday** for all school-based personnel for the period from April 10, 2026, to June 5, 2026.

This Memorandum is issued to adopt **strict austerity measures** aimed at abating school expenditures during the End-Of-School-Year (EOSY) break—a period characterized by reduced student presence but continued administrative operations. By transitioning to a partial remote setup, the Division seeks to significantly lower energy and fuel consumption across all stations.

To ensure proper documentation of work, all personnel must complete an **Individual Daily Log and Accomplishment Report (IDLAR)**. Reports must be submitted to the respective immediate supervisors on the following working day (Monday), as outlined below:

- |   |   |
|---|---|
| <b>PSDS</b>                             | - to the OIC Chief CID                      |
| <b>School Principals / School Heads</b> | - to the PSDS                               |
| <b>Medical and Dental Personnel</b>     | - to the OIC, Office of the Medical Officer |
| <b>All other Non-Teaching Personnel</b> | - to the School Principal / School Head     |

Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**FAY C. LUAREZ EdD, PhD.T.M., CESO VI**  
Schools Division Superintendent