



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

**Office of the Schools
Division Superintendent**

June 4, 2026

DIVISION MEMORANDUM
No. **353** s. 2026

**TERMINATION OF ALTERNATIVE WORK FROM HOME ARRANGEMENTS AND
RETURN TO REGULAR FIVE-DAY WORK SCHEDULE**

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
Non-Teaching Personnel
All Others Concerned

In preparation for the opening of School Year 2026–2027 and to ensure the continuous, efficient delivery of public service, and seamless administrative support across all levels, please be informed that all alternative work arrangements, including the four-day work week and work-from-home setups—are officially terminated. Effective at the beginning of the school year on June 8, 2026, all offices within the Schools Division Office (SDO) and all school-based personnel, both teaching and non-teaching, shall fully revert to the regular five-day onsite work week.

It is understood that all personnel are required to render the standard eight hours of daily onsite service from Monday to Friday, and daily attendance must be strictly logged through established onsite HRMIS monitoring systems.

All Section/Unit Heads and School Heads are directed to immediately disseminate this directive, ensure that all official tasks and equipment are transitioned back to physical workstations, and verify that offices are fully prepared for 100% onsite capacity.

Immediate compliance with this Memorandum is expected, and any unauthorized absences or failure to report for onsite duty will be subject to standard civil service rules and regulations.

For your information, guidance, and strict compliance.

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