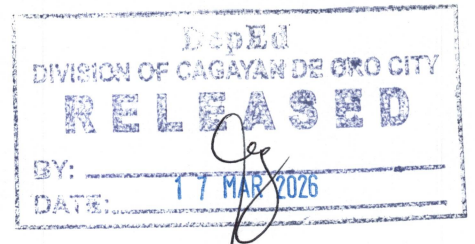




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

16 Mar 2026

DIVISION MEMORANDUM

No. 303 s.2026

DIVISION OFFICE CONTEXTUALIZED WORK FROM HOME (WFH) ARRANGEMENT

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CID and SGOD Personnel
Division Personnel
Teaching Personnel
All Others Concerned

1. This Office hereby implements the Division contextualized **Work From Home** enclosed in DepEd Memorandum No. 18 s. 2026, Implementation of Energy Conservation Protocols and Flexible Work Arrangement 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 non-teaching 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. The Memorandum Circular No. 114, s. 2026 does not cover Teaching personnel and school-based non-teaching and teaching related personnel.
3. Further, this is to announce that the contextualized WFH arrangement of the Division of Cagayan de Oro shall implement a skeletal workforce for simple transactions only for the continuous operations of the Division Office from Monday to Friday, 8:00 a.m. to 5:00 p.m.:
 - Office of the Schools Division Superintendent
 - Records Section (receiving and releasing)
4. Moreover, in view of the above-mentioned WFH arrangement, this Office hereby informs that Certificate of Employment (COE) and Service Record (SR) maybe requested online using DepEd email only thru link: <https://bit.ly/R3QST>.
5. During WFH, Division Office personnel shall accomplished the Individual Daily Log and Accomplishment Report (IDLAR) attached as Annex D of Deped Order No. 004 s. 2025 on *Guidelines on the adoption of the Flexible Work Arrangement in the Department of Education* thru **Human Resource Management Information System (HRMIS)** and actual accomplishment of the employee for the day must be complied.
6. In adherence to the Equal Opportunity Employment Policy (EEOP), inclusive and fair treatment is accorded to all regardless of age, gender, and sexual orientation, disability, religion and ethnicity.
7. For guidance and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects: WORK FROM HOME
DM-091-OSDS-PERSONNEL-EBF
March 16, 2026



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Annex D

INDIVIDUAL DAILY LOG AND ACCOMPLISHMENT REPORT
(WORK FROM HOME)

NAME : JUAN L. DELA CRUZ
POSITION : Administrative Officer II
DIVISION : Personnel Division
Bureau/Service: Bureau of Human Resource and Organizational Development

Date/s Covered: January 1-15, 2025

Date and Actual Time logs	Actual Accomplishments
01/06/2025 Time-in: 8:02 AM Time out: 5:30 PM	• Prepared Minutes of Meeting • Attended online Meeting re: "Paper Evaluation of the Office Screening Committee (OSC)" • Drafted five (5) correspondences • Updated document tracking database
01/07/2025 Time-in: 7:18 AM Time out: 4:18 PM	• Drafted Memorandum on the Invitation for Regional Consultative Meeting • Conducted coordination meeting with Key Bureau offices • Finalized Draft Policy for vetting by the Office of the Director • Prepared liquidation report

Submitted by:

JUAN L. DELA CRUZ
Administrative Officer II
Personnel Division

Attested by:

MA. CORAZON A. SANTOS
Chief Administrative Officer
Personnel Division



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Daily Time Record Work from Home Arrangement

1. Login to your HRIS account.

2. Once logged in, click DTR.

- Press Start Shift button and click confirm button to record your morning time-in.

Region X

Division of Cagayan de Oro City



NIDA DAÑOSO MANDAWA
 SPECIAL SCIENCE TEACHER I SDO - SCHOOLS GOVERNANCE OPERATIONS DIVISION Joined September 05, 2022 Admin

Profile

History

DTR

Payroll

Settings

Select Date Filters

▶ Start Shift

Year

2026

Month

March

Daily Time Record

A.M.				P.M.		
DAY	ARRIVAL	DEPARTURE	ACTIONS	ARRIVAL	DEPARTURE	ACTIONS
1						

Profile picture of Nida Dañoso Mandaue

NIDA DAÑOSO MANDAWA
 SPECIAL SCIENCE TEACHER I SDO - SCHOOLS GOVERNANCE OPERATIONS DIVISION Joined September 05, 2022 Admin

Profile

History

DTR

Payroll

Settings

Select Date Filters

▶ Start Shift

Year

2026

CONFIRM ACTION

Are you sure you want to start your shift?

Cancel

Confirm

Daily Time Record

A.M.				P.M.		
DAY	ARRIVAL	DEPARTURE	ACTIONS	ARRIVAL	DEPARTURE	ACTIONS

4. Your morning time-in will reflect directly in your DTR.

07:08	00 : 00	Failed to be Recognized	00 : 00	00 : 00
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5. Repeat step 3 for lunch break (in and out), and end shift.
6. All personnel are directed to render not less than a total of forty (40) hours a week for five (5) days a week, exclusive of time for lunch mandated by the Civil Service Commission under the MC No. 25, s.2019.
7. For technical assistance please contact the Division of Cagayan de Oro City Information Technology Officer, Mr. James Roberto Sijo.



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