



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent


April 15, 2025

DIVISION MEMORANDUM
NO. 228 s., 2025

**IMPLEMENTATION OF WORK-FROM-HOME AND SUSPENSION OF WORK
PER MEMORANDUM CIRCULAR 81, S. 2025**

To: ALL EMPLOYEES
This Division

1. In adherence to Memorandum Circular 81, s. 2025 issued by the Office of the President, **all offices and schools in the Schools Division of Dapitan City shall adopt work-from-home (WFH) flexible work arrangement from 8:00 a.m. to 12:00 n.n. on April 16, 2025.** Work shall also be suspended from 12:00 n.n. onwards to give employees full opportunity to properly observe Maundy Thursday and Good Friday.
2. All employees shall ensure that remote deliverables are worked on within the WFH timeframe, while ensuring the continuity of services.
3. Per DepEd Order No. 004, s. 2025, DepEd officials and employees shall report their WHF accomplishments as well as actual time log (in and out) and reflect the same in the Individual Daily Log and Accomplishment Report (IDLAR), which must be attached to the CS Form 48 or Daily Time Record (DTR).
4. Immediate dissemination of and strict compliance with this Memorandum is directed.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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Office of the President
Malacañang

MEMORANDUM CIRCULAR NO. 81

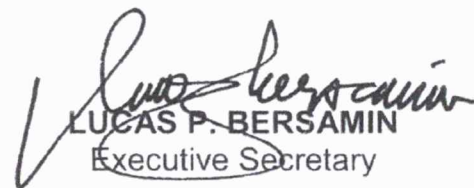
To provide government employees full opportunity to properly observe Maundy Thursday and Good Friday on 17-18 April 2025, and to allow them to travel to and from the different regions in the country, the following arrangements are hereby adopted in government offices on 16 April 2025: (a) work from home from 8:00 in the morning to 12:00 in the afternoon, subject to existing laws, rules and regulations; and (b) suspension of work in government offices, from 12:00 in the afternoon onwards.

However, agencies whose functions involve the delivery of basic and health services, preparedness/response to disasters and calamities, and/or the performance of other vital services shall continue with their operations under usual working arrangements and render the necessary services.

The adoption of work from home and suspension of work for private companies and offices is left to the discretion of their respective employers.

This Circular shall take effect immediately.

By authority of the President:


LUCAS P. BERSAMIN
Executive Secretary



Manila, 14 April 2025

