



Office of the College President

OFFICE MEMORANDUM NO. 140

Series of 2026

Davao del Norte State College
RECORDS OFFICE

To : ALL MEMBERS OF THE COLLEGE MANAGEMENT TEAM
ALL COLLEGE EMPLOYEES
ALL GRADUATE AND UNDERGRADUATE STUDENTS
ALL STAKEHOLDERS

RELEASED
MAR 12 2026

Date : March 12, 2026

Signature: [Redacted] Time: [Redacted]

Subject : IMPLEMENTATION OF THE FOUR-DAY WORKWEEK SCHEME AND ENERGY AND FUEL CONSERVATION MEASURES IN THE COLLEGE, PURSUANT TO MEMORANDUM CIRCULAR NO. 114, SERIES OF 2026

Pursuant to Memorandum Circular No. 114, series of 2026, issued by the Office of the President, Malacañang, directing government agencies and instrumentalities, including State Universities and Colleges (SUCs), to adopt energy conservation measures and flexible work arrangements, and to reduce electricity and fuel consumption while ensuring the continuous and efficient delivery of public services, **the College implements a Four-Day Workweek Scheme and Energy and Fuel Conservation Measures in the College, effective immediately until further notice.**

Accordingly, the following work and class arrangements shall be observed in the College:

1. Teaching and Non-Teaching Personnel shall observe onsite work from Monday to Thursday, with Fridays designated as Work-From-Home (WFH), subject to the following guidelines:
 - All Personnel shall report onsite from Monday to Thursday following their respective core times;
 - All Personnel must still render their required work hours during the WFH schedule based on their approved core time and shall remain reachable and available during working hours;
 - All Office/Unit Heads shall require an End-Of-Day (EOD) Report every Friday at 5:00 PM through their respective group chats or communication line, as all personnel are expected to accomplish assigned tasks and deliverables during the WFH day;
 - Teaching Personnel shall adopt the Flexible Learning Modality in their classes. As such, classes shall be conducted either through synchronous online sessions or asynchronous learning activities; and
 - Unauthorized personal travel, engagements unrelated to official duties, or activities that may affect productivity while on WFH are STRICTLY PROHIBITED;
2. Employees who, due to justifiable circumstances, prefer to adopt a Compressed Workweek Arrangement shall submit a formal request letter addressed to the undersigned, duly endorsed by their respective Office/Unit Head and noted by the Human Resource Management Officer (HRMO). Approval shall be subject to evaluation based on the merits and operational requirements of the requested schedule.
3. Utility Personnel, HVAC Personnel, Electrician under COS and Plantilla Security Personnel shall observe a Compressed Workweek Arrangement from Monday to Thursday, as scheduled by the Human Resource Division, to ensure that maintenance, sanitation, security, and campus operational support services remain continuous and unhampered;
4. The Reserve Officers' Training Corps (ROTC) shall maintain its existing schedule and operational arrangement, considering the nature and timing of ROTC training activities.
5. Classes affected by the WFH arrangement scheduled on Fridays, including those under the National Service Training Program (NSTP), Physical Education, and Laboratory Courses, shall be rescheduled or implemented through appropriate alternative modalities, as may be

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governance towards sustainable development

CORE VALUES

Stewardship
Adaptability and Excellence
Integrity and Innovativeness
Love of God and Country





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recommended by the Office of the Vice President for Academic Affairs (OVPA) in coordination with the concerned Academic Units. A separate advisory shall be issued for this purpose.

6. Students deployed **off-campus for internship or on-the-job training (OJT)** shall observe the **work arrangements of their respective host institutions, agencies, or partner companies**;
7. **Classes under the Institute of Advanced Studies (IAdS) shall be conducted virtually, except for scheduled consultation sessions**, which may be held onsite when necessary to support academic requirements; and
8. As far as practicable, **College meetings shall be scheduled on Fridays and conducted through virtual or online platforms** in order to maximize the WFH arrangement.

All offices are directed to ensure that essential services, academic functions, and administrative operations remain uninterrupted, consistent with the national directive that government services must continue despite the adoption of alternative work arrangements.

Further, all units are encouraged to **practice responsible use of electricity and other institutional resources in the College** to reduce actual electricity and fuel consumption by ten to twenty percent (10%-20%), through the **DNSC Systematic Committee on Energy Efficiency and Conservation Program**. As such, everyone is enjoined to observe the following energy conservation measures:

1. Maintain a standard thermostat setting of 24°C for air-conditioned spaces, activate sleep settings on all office equipment, and strictly turn off non-essential lights and electronic equipment during lunch breaks and after hours;
2. Minimize elevator use by encouraging personnel to take the stairs when moving one floor up or one floor down; and
3. Adhere to the **"Strict Practice of Economy and Austerity Measures and Application of Energy Efficiency and Conservation (EEC) Measures"** of the College, as issued through Office Memorandum No. 12, series of 2024, subject to the monitoring and evaluation of the DNSC Systematic Committee on Energy Efficiency and Conservation Program.

Finally, in line with the national government's fuel conservation reminders, the **Enhanced Fuel Conservation Guidelines in the College**, issued under Office Memorandum Order No. 035, series of 2026, are hereby reiterated:

1. **Travel requests** for official vehicle use in relation to academic or administrative activities, such as attendance at seminars, conferences, and training, and **travel requests involving one (1) to three (3) passengers, for representations for meetings, coordination, and document routing are directed to utilize commuting expenses from the allotted per diem, thus, cannot avail of the official vehicles**. All other official engagements/ travels shall undergo strict evaluation and must clearly demonstrate their necessity and relevance to the mandates of the College;

However, this restriction shall not apply to the following transactions:

- **Official travel for bank transactions and payment to suppliers**, as these activities involve the handling of official documents, financial instruments, or accountability items requiring secure and authorized transport; and
- 2. **Non-essential travel is hereby suspended** when the same objectives may be accomplished through **virtual or online meetings**, in accordance with the directive under MC No. 114, series of 2026 to reduce government travel and fuel use.

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DAVAO DEL NORTE STATE COLLEGE

"Inspiring Change, Creating Futures"

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Office of the College President

All personnel are enjoined to strictly observe and comply with the provisions of this Office Memorandum.

For wide dissemination, guidance, and compliance.

Cc: _____ VPAA
_____ IAAS
_____ IC
_____ ILEGG
3/12/24 4 _____ ITed
_____ IAdS
_____ SDSD
_____ CID
_____ RAD
_____ NTSPD
_____ LRD

_____ VPRDE
_____ RD
_____ ED
_____ KTTD
_____ QAD
_____ IPPDD
_____ LAD
_____ IEAD
_____ PAD
_____ PIU
_____ RMU

_____ VPAF
_____ ASD
_____ FSD
_____ BASD
_____ HRD
_____ ICTSD
_____ Carmen Campus
_____ DJAL Campus
_____ IGACOS Campus
_____ Sto. Tomas Campus

JOY M. SORROSA, PhD
SUC President III

Designation	Initials	Date
BSV	JBB	03.12.2026
BS1	KLSA	03.12.2026

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