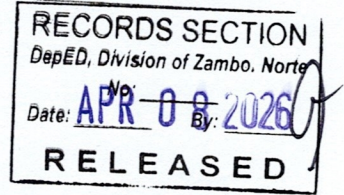




Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

April 8, 2026

Division Memorandum
 No. 194, s. 2026

CLARIFICATION TO DIVISION MEMORANDUM NO. 181, S. 2026
RE: DIRECTING THE EPSA TO REPORT TO THE SCHOOLS DIVISION OFFICE

TO: Education Program Supervisors
 The Public Schools District Supervisors/PICD
 Education Program Specialists for ALS

1. In reference to paragraph 3 of Division Memorandum No. 181, s. 2026, which states:

“On the days in April 2026 when EPSAs are not required to be physically present at the Schools Division Office, and while ALS teachers are on their EOSY break, EPSAs shall adopt a Work-From-Home (WFH) arrangement. During WFH, they must submit a daily accomplishment report with attached timestamped camera photos, time-in and time-out in the morning, and time-in and time-out in the afternoon as proof of work. The daily report shall be submitted through the designated EPSA group chat.”

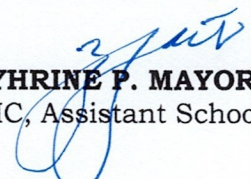
This is to clarify that all EPSAs shall adopt **Work-From-Home arrangements** only in accordance with Division Memorandum No. 156, s. 2026, entitled **“Adoption of Energy Conservation Protocols and Flexible Work Arrangements in the Office of the Schools Division of Zamboanga del Norte.”** Under this policy, EPSAs are allowed to work from home only **every Friday during April, 2026.**

2. On all other working days of the week, EPSAs are required to report to their respective satellite stations. Attendance shall be monitored through the Standard Automated Recording of Attendance Host (SARAH) at the district office.

3. All other provisions of the said memorandum remain enforceable.

4. This memorandum is issued for the information, guidance, and strict compliance of all concerned.

For the Schools Division Superintendent:


ZYHRINE P. MAYORMITA EdD
 OIC, Assistant Schools Division Superintendent

Encl: As stated
 DO No. 181, s. 2026
 DO No. 156, s. 2026
 CIDlgb/ClarificationtoDivisionMemorandumNo.181,s.2026/08-2026/04082026



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