



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

02 February 2026

DIVISION MEMORANDUM
No. **073** s. 2026

**CIVIL SERVICE COMMISSION (CSC) MEMORANDUM CIRCULAR NO. 01,
S. 2026 (WELLNESS LEAVE POLICY)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to the Civil Service Commission (CSC) **Memorandum Circular No. 01, s. 2026**, titled **Wellness Leave Policy**, this Office hereby reiterates the said issuance for the information and guidance of all concerned.
2. The **Wellness Leave Policy (WLP)** aims to promote the physical, mental, and emotional well-being of government personnel through the availment of Wellness Leave, subject to the prescribed guidelines and procedures. The grant and approval of Wellness Leave shall be under the authority of the Head of Office/School, up to a maximum of **five (5) days per calendar year**.
3. In accordance with CSC MC No. 01, s. 2026, the Wellness Leave shall be **separate and distinct from other leave privileges** under the Omnibus Rules on Leave. It is emphasized, however, that **Teaching Personnel are not entitled to Vacation Leave (VL) and Sick Leave (SL)**; hence, the implementation of Wellness Leave for Teaching Personnel shall be subject to further guidance from the higher office.
 - a. Wellness Leave may be taken either **consecutively for a maximum of three (3) days at a time**, or on separate non-consecutive days.
 - b. Wellness Leave may be used for purposes including, but not limited to, **mental health care, physical wellness activities, or a general break from work**, consistent with the intent of the policy.
 - c. Application for Wellness Leave shall be **recommended by the immediate supervisor** and submitted to the Head of Office for approval. This shall be filed following the same procedures observed in the filing of leave applications under the Omnibus Rules on Leave.
 - d. The application for WLP **shall be filed at least five (5) days before its availment, except in emergency cases** wherein it must be filed immediately upon the employees' return from such leave.

- e. The Wellness Leave shall be **non-cumulative, non-commutable to its monetary equivalent, and forfeited if not availed within the calendar year.**
3. Attached herewith is a copy of CSC Memorandum Circular No. 01, s. 2026 for reference.
4. For **Teaching Personnel**, a **separate memorandum** shall be issued upon receipt of official guidelines from the higher office regarding the implementation of the Wellness Leave Policy.
5. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: CSC MC No. 01, s.2026
To be indicated in the Perpetual Index
under the following subjects:

WELLNESS LEAVE POLICY

OSDS Personnel Unit- civil service commission (csc) memorandum circular no. 01, s. 2026 (wellness leave policy)
PER0BF69-002359/February 02, 2026



MC No. 01, s. 2026

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Wellness Leave Policy

Pursuant to **CSC Resolution No. 2501292** promulgated on **13 November 2025**, the CSC adopts the **Wellness Leave Policy** as follows:

1. Scope and Coverage

- a. This policy shall apply to all government officials and employees, whether permanent, temporary, substitute, coterminous, fixed term, contractual, or casual, in all government agencies and instrumentalities, namely: Constitutional Bodies, departments, bureaus, and agencies of the National Government; Government-Owned or -Controlled Corporations with original charters; Local Government Units; and State Universities and Colleges.
- b. Government agencies and instrumentalities that already grant leave benefits with a similar purpose or scope to Wellness Leave—such as those intended to promote employee well-being and mental health—provided they are consistent with applicable laws, rules, and regulations, may choose to either maintain such leave benefits or replace them with another in accordance with this policy.
- c. The entitlement of Contract of Service and Job Order workers to Wellness Leave shall be subject to the provisions of their individual contracts and the relevant issuances covering their engagement.

2. Authorization to Grant Wellness Leave

The CSC hereby authorizes agencies to grant Wellness Leave to applicable government officials and employees, subject to the agency's discretion, up to a maximum of five (5) days. The Wellness Leave shall be separate and exclusive from the fifteen (15) days Vacation Leave, fifteen (15) days Sick Leave, and three (3) days Special Leave, available from the date of assumption of duty.

3. Guidelines for Availing of Wellness Leave

In availing the Wellness Leave, the following guidelines shall be observed:

Bawat Kawani, Lingkod Bayani

- a. Wellness Leave may be taken either consecutively for a maximum of three (3) days at a time, or on separate non-consecutive days.
- b. The Wellness Leave may be availed of, for purposes including, but not limited to, mental health care, physical wellness activities, or general break from work.
- c. The application for Wellness Leave shall be recommended by the immediate supervisor and submitted to the head of office for approval. This shall be filed in the same manner as filing for Vacation Leave, Sick Leave, and other leave privileges, following the procedures adopted by the respective government agency and/or instrumentality.
- d. To promote a safe space in officials' and employees' availment of the Wellness Leave due to mental health reasons, any information related to the applicant's mental health condition shall be bound by the rules of confidentiality and in compliance with the Data Privacy Act of 2012.
- e. The application for WLP shall be filed at least five (5) days before its availment, except in emergency cases wherein it must be filed immediately upon the officials' or employees' return from such leave.
- f. The Wellness Leave shall be non-cumulative, non-commutable to its monetary equivalent, and forfeited if not availed within the calendar year.

4. Effectivity

CSC Resolution No. 2501292 shall take effect after fifteen (15) days from publication in the Official Gazette or in a newspaper of general circulation.

CSC Resolution No. 2501292, which was published in the Daily Tribune on 16 December 2025, takes effect on 1 January 2026.


ATTY. MARILYN B. YAP, DPA
Chairperson

12 January 2026