



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

18 February 2026

DIVISION MEMORANDUM
No. 114 s. 2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 073, S. 2026
(CIVIL SERVICE COMMISSION 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. Relative to the issued Division Memorandum No. 073, s. 2026, titled “Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2026 (Wellness Leave Policy),” the Department of Education issued DepEd Order No. 002, s. 2026, titled *Guidelines on the Grant of the Wellness Leave for Department of Education Personnel*.
2. This Order prescribes the guidelines for the availment of the Wellness Leave for all eligible DepEd teaching, related-teaching, and non-teaching personnel.
3. In line with this, the Order aims to promote the well-being and mental health of all DepEd employees by ensuring a healthy, supportive, and enabling work environment for everyone, **including teaching personnel**.
4. Wellness Leave (WL) shall be filed using the prescribed CSC Form No. 6 in duplicate original copies (2 copies). Until the CSC officially issues the newly revised Form 6, all applications for Wellness Leave shall be indicated under the category “Others” in item 6.A, by indicating “Wellness Leave (CSC MC No. 01, s. 2026).
5. The application for Wellness Leave shall be filed at least five (5) days before its availment, except in emergency cases wherein it must be filed immediately upon the employee’s return from such leave.
6. Attached herewith is a copy of **DepEd Order No. 002, s. 2026** for reference.

7. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated

Reference: DO No. 002, s.2026

To be indicated in the Perpetual Index
under the following subjects:

WELLNESS LEAVE POLICY

OSDS Personnel Unit- addendum to division memorandum no. 073, s. 2026 (civil service commission memorandum circular no. 01, s. 2026 – wellness leave policy)
PERC974T-002417/February 18, 2026



Republic of the Philippines
Department of Education

FEB 13 2026

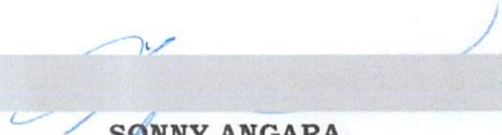
DepEd ORDER
No. **002**, s. 2026

**GUIDELINES ON THE GRANT OF WELLNESS LEAVE FOR THE DEPARTMENT
OF EDUCATION PERSONNEL**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Grant of Wellness Leave for the Department of Education Personnel** pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 01, s. 2026 titled **Wellness Leave Policy**.
2. This Order prescribes the guidelines for the availment of the Wellness Leave for all eligible DepEd teaching, related-teaching, and non-teaching personnel. Furthermore, this Order aims to promote the well-being and mental health of all DepEd employees, ensuring a healthy, supportive, and enabling work environment for everyone.
3. All Orders and other related issuances, rules, regulations, and provisions that are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.
4. If any portion or provision of this Order, or application thereof to any circumstance, is declared invalid or unconstitutional by a court of competent jurisdiction, the other portions or provisions not affected thereby shall remain valid and subsisting.
5. This Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.
6. For queries and concerns, please contact the **Bureau of Human Resource and Organizational Development-Employee Welfare Division**, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at bhrod.ewd@deped.gov.ph or at telephone number (02) 8633-7229.

7. Immediate dissemination of and strict compliance with this Order is directed.


SONNY ANGARA
Secretary

Encl.:

As stated

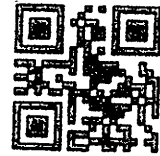
To be indicated in the Perpetual Index
under the following subjects:

BENEFITS
BUREAUS AND OFFICES
COMMITTEES
LEAVES
OFFICIALS
PROGRAMS
SCHOOLS



22

6



**GUIDELINES ON THE GRANT OF WELLNESS LEAVE POLICY
FOR THE DEPARTMENT OF EDUCATION PERSONNEL**

I. RATIONALE

The Department of Education (DepEd) recognizes that the holistic well-being and productivity of its workforce are essential to the effective delivery of quality basic education and public service. As the demands in the education sector continue to grow, DepEd personnel are increasingly exposed to heavy workload and stress, which may adversely impact their physical and mental health. This is further supported by the 2025 Global Workplace Report, which reveals a highly engaged yet stressed Filipino Workforce, which creates a high-risk turnover environment. The report showed that among Southeast Asia, Filipino employees are the most engaged yet report high levels of daily stress and are the loneliest in the region. This combination of strong engagement and negative emotions translates into high intent to leave, with three out of five (60%) actively looking for a new job, making them the most likely to seek new employment.

Pursuant to CSC MC No. 1, s. 2026, all government officials and employees are granted Wellness Leave (WL) up to a **maximum of five days** for purposes including, but not limited to, mental health care, physical wellness activities, or a general break from work.

Accordingly, this Order shall serve as a guide for the Central Office (CO) and field offices to ensure effective implementation and monitoring of the grant of WL within their respective jurisdictions.

II. SCOPE

This Order shall apply to all eligible DepEd officials and employees in the CO, Regional Offices (ROs), Schools Division Offices (SDOs), schools, and community learning centers (CLCs), under permanent, coterminous, fixed-term, contractual, casual, temporary, substitute, and provisional status.

This Order shall likewise apply to Contract of Service (COS) or Job Order (JO) personnel directly engaged by contract of the Department, subject to the provisions under Section VI of these guidelines.

III. EXCLUSIONS

COS and JO Personnel engaged through agency/firm (e.g., manpower services) and LGU-funded personnel shall be excluded from this Order.

The WL of any personnel funded by their respective local government units (LGUs) but are detailed or assigned to DepEd shall be in accordance with the WL Policy of their mother agency.

IV. DEFINITION OF TERMS

For purposes of this Order, the following terms, words, and phrases shall mean or be understood as follows:

1. **Emergency Cases** – refers to any sudden or significant deterioration of the mental or emotional state of the eligible personnel that makes them unable to safely or effectively perform their essential job functions which may be due to any of the following circumstances, but not limited to, bereavement, accident, calamity, or any extreme conditions and/or situations that may significantly contribute to mental and emotional distress or trigger existing mental health condition.
2. **Mental Health** – as defined under Republic Act (RA) No. 11036, or the Mental Health Act, refers to a state of well-being in which the individual realizes one's own abilities and potentials, copes adequately with the normal stresses of life, events, works productively and fruitfully, and is able to make a positive contribution to the community.
3. **Wellness Leave** – refers to a type of leave that may be availed of by the eligible personnel for the purposes including, but not limited to, mental health care, physical wellness activities, or a general break from work.

V. POLICY STATEMENT

1. This Order provides the guidelines for the implementation and monitoring of the WL to all eligible DepEd Personnel as mandated by CSC MC No. 01, s. 2026. In implementing this Order, the DepEd aims to achieve the following:
 - a. Promote the mental health and well-being needs of eligible personnel;
 - b. Strengthen the well-being and resiliency of the eligible by allowing personnel to take a general break from work, thereby increasing productivity and improving the quality of public services;
 - c. Reduce the risk of absenteeism and high turnover rate of DepEd personnel; and
 - d. Other analogous circumstances are consistent with the objectives of this Order.
2. Pursuant to RA 11036 or the Mental Health Act, this Order aims to strengthen the overall mental wellness of personnel and provide an inclusive, conducive, and supportive work environment that nurtures personnel well-being and resiliency.

VI. GENERAL PROCEDURES FOR THE AVAILMENT OF WELLNESS LEAVE

1. GUIDELINES

In availing the WL, the following guidelines shall be observed:

- a. The grant of WL, up to a maximum of five days, shall be granted to all eligible personnel regardless of age, sex, disability, gender identity, religion, familial status, and ethnicity.

W



W

- b. The WL shall be separate and exclusive from other leaves, if any, enjoyed by DepEd Personnel prior to the issuance of these Guidelines.
- c. The WL may be taken either consecutively for a maximum of three days at a time, or on separate non-consecutive days.
- d. The WL may be availed for purposes including, but not limited to, mental health care, physical wellness activities, or a general break from work.
- e. To promote safe spaces in officials' and employees' availment of WL 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.
- f. The application for WL shall be filed at least five days before its availment, except in emergency cases, wherein it shall be filed immediately upon the officials' or employees' return from such leave.
- g. The WL shall be non-cumulative, non-commutable to its monetary equivalent, and forfeited if not availed within the calendar year.
- h. **All Heads of Office or School Heads shall ensure the continuous delivery of services and/or classes in granting WL to personnel.** For teaching personnel, the school head shall specifically assign relievers to fill in for the classes of those on wellness leave. For this purpose, the teachers with relieving duties shall be eligible to teaching overload pay, in accordance with DO 005, s. 2024 (Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload) or any future amendment thereto.

2. PROCEDURES

In availing the WL, the following procedures shall be followed:

a. For Nonteaching and Related-Teaching Personnel

a.1. The application for WL shall be filed in the same manner as filing for Vacation Leave, Sick Leave, and other leave privileges using the prescribed CSC Form No. 6 in duplicate original copies (2 copies).

a.2. Until the CSC officially issues the newly revised CSC Form 6, all applications for WL shall be indicated under the category "Others" in item 6.A by indicating Wellness Leave (CSC MC No. 01, s. 2026).

a.3. The processing and approval of WL applications for all school-based and office-based non-teaching and related-teaching personnel shall strictly adhere to the Revised Signing Authorities as stipulated under Annex C of DepEd Order (DO) No. 001, s. 2023 (Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities) or any subsequent amendment thereto.

b. For Teaching Personnel

b.1. Teachers shall file their WL application using the prescribed CSC Form No. 6 in duplicate original copies (2 copies). Until the CSC officially issues the newly revised Form 6, all applications for WL shall be indicated under the category "Others" in item 6.A, by indicating "Wellness Leave (CSC MC No. 01, s. 2026).

b.2. The School Head shall recommend the approval of the application to the Assistant Schools Division Superintendent (ASDS).

b.3. The Human Resource Management Officer (HRMO) shall process the leave request by filling up Item No. 7A Certification of Leave Credits of the Leave Form, reflecting the following:

- i. Number of WL Credits as to date;
- ii. Number of WL Credits to be used due to reasons stipulated in Section VI, Item 1.c.
- iii. Number of remaining WL Credits less the filed leave application.

b.4. The HRMO shall regularly update the teachers on the number of their Wellness Leaves.

c. For Contract of Service and Job Order Personnel

c.1 The provision of WL for school-based and office-based COS and JO personnel shall be indicated in the individual contracts and other relevant issuances covering their engagement.

c.2 Applications for WL for all school-based and office-based COS and JO personnel shall follow the same filing procedures as those established for Vacation Leave, Sick Leave, and other leave privileges of regular/permanent Non-Teaching and Related-Teaching Personnel, using the prescribed form (Annex A) herein attached.

c.3 The processing and approval of WL applications for all school-based and office-based COS and JO personnel shall strictly adhere to the Revised Signing Authorities as stipulated under Annex C of DO 001, s. 2023 or any subsequent amendments thereto.

c.4 WL availed by the COS and JO personnel shall be without salary deduction. Hence, the concerned personnel shall continue to receive their full salary during the days they utilize the WL.

VII. MONITORING AND EVALUATION

The CO, through the BHROD-Employee Welfare Division, shall continuously gather feedback on the implementation of this policy from all concerned offices. It shall conduct periodic policy review to further improve personnel's welfare and address the operational challenges in the implementation of this Order.

All DepEd offices across all governance levels, together with accountable officials and personnel, shall ensure compliance with this Order and adherence to existing CSC rules and regulations and DepEd issuances.

VIII. DATA PRIVACY NOTICE

In compliance with RA 10173, or the Data Privacy Act of 2012, all Offices involved in the processing of wellness leave shall comply with RA 10173 and National Privacy Commission issuances. Moreover, all sensitive personal information, including mental health-related information collected from DepEd officials or personnel, shall be treated as confidential and used solely for legitimate purposes with prior written consent. In the event of any data breach, the DepEd Data Privacy Officer and NPC shall be promptly notified to ensure that appropriate actions are taken.



IX. INTERPRETATION

This Order shall be construed in consistency with existing issuances of the Department regarding work arrangement, overtime services, and other related matters.

X. TRANSITORY

Upon the effectivity of this Order, all service agreements or contracts entered into by the Department with COS or JO personnel commencing 1 January 2026 onwards shall be entitled to WL.

XI. EFFECTIVITY

This Order shall take effect immediately upon its approval and after its publication on the DepEd website. Certified copies of this Order shall be registered with the University of the Philippines Office of the National Administrative Registrar (UP ONAR) at the UP Law Center, UP Diliman, Quezon City.

XII. SEPARABILITY CLAUSE

If any portion or provision of this Order, or application thereof to any circumstance, is declared invalid or unconstitutional by a court of competent jurisdiction, the other portions or provisions not affected thereby shall remain valid and subsisting.

XIII. REPEALING CLAUSE

All orders, rules and regulations, and other issuances, or part thereof, inconsistent with this Order are repealed, modified, or amended accordingly.

XIV. REFERENCES

The government issuances related to the availment of wellness leave are the following:

- a. CSC MC No. 01, s. 2026 titled, "*Wellness Leave Policy*"
- b. CSC Resolution No. 2501292 dated 16 December 2025
- c. RA No. 11036 or the "*Mental Health Act*"

W

6

ANNEX A:**Wellness Leave Application Form for COS and JO Personnel**

Republic of the Philippines Department of Education (CO/RO/SDO) (Office Address)									
APPLICATION FOR WELLNESS LEAVE (WL) <i>Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 01, s. 2026</i>									
Data Privacy Notice: The Department of Education recognizes its responsibility under the Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, with respect to the data they collect, record, organize, update, use, consolidate or destruct from their personnel. The personnel data obtained from this form is entered and stored within the organization's authorized information and communications system and will only be accessed by authorized personnel. The organization has instituted appropriate technical and physical security measures to ensure the protection of personal data.									
Section 1: Employee Information									
NAME: _____ <small>(Last Name), (First Name), (Middle Initial)</small> POSITION/DESIGNATION: _____ DepEd Email Address: _____	REGION: _____ SDO: _____ BUREAU/SERVICE/OFFICE/UNIT: _____ NAME OF SCHOOL (If applicable): _____								
Employment Status: <input type="checkbox"/> Contract of Service (COS) Personnel <input type="checkbox"/> Job Order (JO) Personnel									
Section 2: Details on Wellness Leave Application									
DATE OF FILING: _____ DURATION OF LEAVE: _____ <small>(Inclusive Dates and No. of Days)</small>									
REASON/PURPOSE: <input type="checkbox"/> Mental Health Care <input type="checkbox"/> Physical Wellness Activities <input type="checkbox"/> General Break from Work <input type="checkbox"/> Others: _____									
Section 3: Details of Action on Application									
Certification of WL Credits <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 50%;"></th><th style="width: 50%; text-align: center;">Wellness Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td></tr><tr><td>Less this Application</td><td></td></tr><tr><td>Balance</td><td></td></tr></tbody></table>		Wellness Leave	Total Earned		Less this Application		Balance		Recommendation: <input type="checkbox"/> For Approval <input type="checkbox"/> For disapproval due to: _____ _____
	Wellness Leave								
Total Earned									
Less this Application									
Balance									
_____ <i>Authorized Officer/Processor</i>	_____ <i>Authorized Officer</i>								
Section 4: Approval									
Approved for: _____ days with pay Disapproved due to: _____ _____ <i>Authorized Officer/Official</i>									

Note: Please be guided that the authorized signatories for the Application of Wellness Leave, are specified in Annex C of DepEd Order No. 1, s. 2023 (Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities) or any subsequent amendments.

Furthermore, the process for Wellness Leave applications, including its filing, monitoring, and recording, shall follow the same procedures as those for the application for Leave of Absence of regular employees.