



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 February 2026

DIVISION MEMORANDUM
 No. 135 s. 2026

CONDUCT OF ONLINE ORIENTATION ON THE IMPLEMENTATION OF DEPED ORDER (DO) NO. 02, S. 2026 (GUIDELINES ON THE GRANT OF WELLNESS LEAVE FOR DEPARTMENT OF EDUCATION PERSONNEL)

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

- Pursuant to MEMORANDUM DM-OUHROD-2026-0460, Conduct of Online Orientation on the implementation of DepEd Order (DO) No. 02, s. 2026 (Guidelines on the grant of Wellness Leave for Department of Education Personnel), this Office hereby informs all concerned personnel about the said activity.
- The online orientation aims to clarify the eligibility criteria and documentary requirements for the Wellness Leave, discuss the application and approval process, and address potential implementation issues and concerns from the Central and Field Offices. Below are the details of the orientation for Field Offices:

Participant Group	Date and Time	Platform
Field Offices (Regional Offices, Schools Division Offices, Schools)	March 2, 2026 8:00 am – 12:00 pm	Microsoft Teams: https://bit.ly/WellnessLeaveOrientation_FOsBatch

- All concerned School Heads are requested to ensure the attendance of their respective Administrative Officers. Participants are required to register through this link: https://bit.ly/WellnessLeaveOrientation_RegForm
- Attached herewith is a copy of the said memorandum for reference.
- Immediate dissemination and strict compliance of this Memorandum is desired.

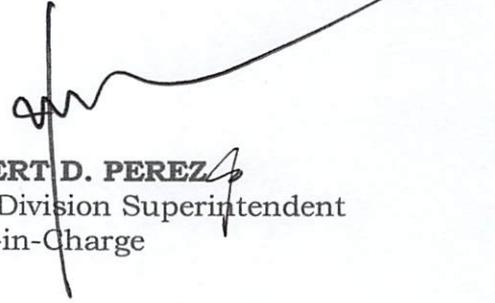
For:

CELEDONIO B. BALDERAS JR.
 Schools Division Superintendent



Address: Brgy. Potol, Tayabas City
 Telephone No.: (042) 785-9615
 Email Address: tayabas.city@deped.gov.ph
 Website: <https://www.sdotayabascity.ph>

By:



HERBERT D. PEREZ

Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: As stated

Reference: DO No. 02, s. 2026

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

WELLNESS LEAVE

OSDS Personnel Unit - conduct of online orientation on the implementation of deped order (do) no. 02, s. 2026
(guidelines on the grant of wellness leave for department of education personnel)
RECR1DQQ-008132 /February 26, 2026



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2026-0460

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

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : CONDUCT OF ONLINE ORIENTATION ON THE IMPLEMENTATION OF DEPED ORDER (DO) NO. 02, S. 2026 (GUIDELINES ON THE GRANT OF WELLNESS LEAVE FOR DEPARTMENT OF EDUCATION PERSONNEL)

DATE : February 19, 2026

In line with the Department's commitment to prioritizing the health and well-being of its workforce, **DepEd Order (DO) No. 02, s. 2026** was issued to establish the guidelines for the grant of Wellness Leave following Civil Service Commission (CSC) Memorandum Circular (MC) No. 01, s. 2026. To ensure a standardized understanding and seamless implementation of these guidelines across all levels of governance, the Bureau of Human Resources and Organizational Development – Employee Welfare Division (BHRD – EWD) will conduct a series of online orientations.

The online orientation aims to clarify the eligibility criteria and documentary requirements for the Wellness Leave, discuss the application and approval process, and address potential implementation issues and concerns from the Central and Field Offices. To manage the volume of participants and provide tailored responses to office-specific concerns, below are the details of the orientation specific to your group:

Participant Group	Date and Time	Platform
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Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
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Doc. Ref. Code	OM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 2



Field Offices (Regional Offices, Schools Division Offices, Schools)	March 2, 2026 8:00 am – 12:00 pm	Microsoft Teams: https://bit.ly/WellnessLeaveOrientation_FOsBatch 
Central Office	March 3, 2026 8:00 am – 12:00 pm	Microsoft Teams: https://bit.ly/WellnessLeaveOrientation_COBatch 

All concerned Heads of Offices and School Heads are requested to ensure the attendance of their respective Human Resource Management Officers (HRMOs) and administrative leads. Participants are required to register through the link or by scanning the QR Code below:

https://bit.ly/WellnessLeaveOrientation_RegForm



For concerns and/or clarifications, kindly reach us through Ms. Kiarrah Zhane N. Misolas via email at bhrod.ewd@deped.gov.ph or Viber No. 0919 – 492 - 4775.

Immediate and wide dissemination of this Memorandum is desired.

Thank you.

[BHROD-EWD/KZMisolas]