



Republic of the Philippines  
**Department of Education**

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

23 October 2025

DIVISION MEMORANDUM  
No. 758 s. 2025

**CORRIGENDUM TO THE DIVISION MEMORANDUM (DM) NO. 753, S. 2025-  
CONDUCT OF SY 2025-2026 MID-YEAR BREAK SCHOOL-BASED IN-  
SERVICE TRAINING (INSET)**

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

1. In light of the Memorandum from the Office of the Undersecretary for Learning Systems, dated October 22, 2025, with the Subject: **Declaration of Midyear Break as Wellness Break and Guidelines for Professional Activities**, this Office advises all concerned to adhere to the said Memorandum.
2. This aims to support the overall well-being of our teaching personnel, which is a critical foundation of education quality, as stated in the Secretary's five-point reform agenda.
3. Attached is the Memorandum from the Office of the Undersecretary for Learning Systems.
4. For information and guidance.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

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

Encl.: As stated

Reference: None

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

**WELLNESS BREAK**

SGOD- corrigendum division memorandum (dm) no. 753, s. 2025-conduct of sy 2025-2026 mid-year break school-based in-service training (inset)  
SCOC1ICB-003745/October 23, 2025







Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

---

**MEMORANDUM**

**FOR :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :**   
**ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief of Staff  
Office of the Secretary

  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Office of the Undersecretary for Learning Systems

**SUBJECT :** DECLARATION OF MIDYEAR BREAK AS WELLNESS BREAK  
AND GUIDELINES FOR PROFESSIONAL DEVELOPMENT  
ACTIVITIES

**DATE :** October 22, 2025

---

This is to inform all concerned that the Midyear Break scheduled this year from October 27 to 30, 2025 shall be declared a Wellness Break for teachers, in light of DepEd Order No. 012, s. 2025.

This Midyear Break is a recognition of the need to support the overall well-being of our teaching personnel, which is a critical foundation of education quality, as stated in the Secretary's five-point reform agenda.

Schools and divisions must still conduct In-Service Training (INSET) and professional development programs on any other preferred dates within the remaining days of School Year 2025-2026 since these activities are intended to enhance teaching competencies and instructional effectiveness and to align the core programs and strategic initiatives of this Department.

The conduct of activities must not interfere with classes and may be integrated through school-based training and utilization of learning action cells. These activities may still be funded through existing Human Resource Training and Development (HRTD) funds that have been directly released to the Schools Division Offices (SDOs).

In view of the foregoing, for schools and divisions that have prepared and scheduled professional development programs for teachers during the Midyear Break period, procured venues and meals may be requested for a change of date based on prevailing procurement and auditing rules. If change of date is unfeasible, since the procured venues and meals can no longer be rescheduled, activities may still be conducted voluntarily. Teachers who participate voluntarily shall be exempt from subsequent activities on the same topic within the school year.

To ensure proper coordination and monitoring, school heads are required to submit their plans for professional development activities to their respective SDO through the School Governance and Operations Division (SGOD), while division plans for the conduct of INSET activities must be submitted to the Human Resource Development Division/National Educators Academy of the Philippines in the Region (HRDD/NEAP-R). The SGOD and HRDD/NEAP-R shall ensure activities are still conducted by the end of the school year.

This Memorandum modifies inconsistent provisions of DM-OULS-2025-095 in view of the declaration of the Wellness Break.

For your guidance and compliance.