



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

27 October 2025

DIVISION MEMORANDUM
No. 764 s. 2025

ADOPTION OF WORK FROM HOME ARRANGEMENT FOR NON-TEACHING PERSONNEL DURING THE MIDYEAR BREAK/ WELLNESS BREAK

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

1. Pursuant to the Memorandum dated October 24, 2025, from the Office of the Secretary, Department of Education, titled **Adoption of Work from Home for Non-Teaching Personnel Durin the Midyear Break/ Wellness Break**, this Office hereby authorize the adoption of Work-from-Home (WFH) arrangement for non-teaching personnel during the scheduled Midyear Wellness Break from **October 27 to 30, 2025**.
2. Non-teaching personnel may render services through WFH arrangement for a maximum of **two (2) days** within the said period, subject to the approval of their respective Section or Unit Heads and consistent provisions of **DepEd Order No. 4, s. 2022 (Guidelines on the Implementation of Flexible Work Arrangements for Non-Teaching Personnel)**.
3. Heads of Offices/Units are directed to ensures the continuity of services by maintaining a **skeleton workforce on-site** throughout the duration of the Midyear Wellness Break to attend to urgent and essential transactions.
4. In implementing the arrangement, Heads of Functional Offices shall:
 - a. Prepare and approve a Work Arrangement Plan indicating the schedule of personnel authorized to work from home and those required to report on-site;
 - b. Ensure that all personnel under flexible work arrangements remain reachable during official working hours and are able to deliver assigned outputs and services in accordance with office performance standards; and
 - c. Monitor and record attendance and performance in accordance with existing policies and reporting mechanisms prescribed under DepEd Order No. 4, s. 2025.

Employees authorized to work from home shall indicate their availment of the WFH arrangement in their **Daily Time Records (DTRs)** and attach their Individual **Daily Logs and Accomplishment Reports (IDLARs)**, duly approved by their respective Heads of Offices.

5. This Memorandum shall take effect and cover the duration of the Midyear Wellness Break only.

6. Immediate dissemination and strict compliance of this Memorandum is hereby desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Memorandum from the Office of the Secretary

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

WORK FROM HOME ARRANGEMENT
MIDYEAR BREAK

WELLNESS BREAK

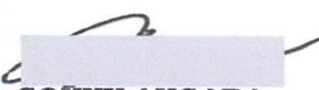
OSDS Admin Unit – adoption of work from home arrangement for non-teaching personnel during the midyear break / wellness break
ADMR831G-001480/October 27, 2025



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

TO : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU/SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
SONNY ANGARA
Secretary

SUBJECT : ADOPTION OF WORK FROM HOME ARRANGEMENT FOR NON-TEACHING PERSONNEL DURING THE MIDYEAR BREAK / WELLNESS BREAK

DATE : 24 October 2025

In view of the scheduled Midyear Wellness Break on October 27 to 30, 2025, and in recognition of the need to promote employee well-being while ensuring the continuity of government services, the Department authorizes the adoption of a Work-from-Home (WFH) arrangement for non-teaching personnel during the said period.

Non-teaching personnel may be allowed to render services through WFH arrangement for **a maximum of two (2) days within the period of October 27 to 30, 2025**, inclusive of their availment of the Combination Flexible Work Arrangement, subject to the approval and discretion of the Head of Office, and consistent with the provisions of DepEd Order No. 4, s. 2025 (*Guidelines on the Implementation of Flexible Work Arrangements for Non-Teaching Personnel*).

Heads of Offices are directed to ensure continuity in the delivery of services by maintaining a **skeleton workforce on-site** throughout the duration of the Midyear Wellness Break to attend to urgent and essential transactions.

In implementing the arrangement, Heads of Functional Offices shall:

1. Prepare and approve a Work Arrangement Plan indicating the schedule of personnel authorized to work from home and those required to report on-site;
2. Ensure that all personnel under flexible work arrangements remain reachable during official working hours and are able to deliver assigned outputs and services in accordance with office performance standards; and

3. Monitor and record attendance and performance in accordance with existing policies and reporting mechanisms prescribed under DepEd Order No. 4, s. 2025.

Employees authorized to work from home shall indicate their availment of the WFH arrangement in their **Daily Time Records (DTRs)** and attach their **Individual Daily Logs and Accomplishment Reports (IDLARs)**, duly approved by their respective Heads of Offices.

This memorandum shall take effect and cover the duration of the Midyear Wellness Break only.

For guidance and strict compliance.