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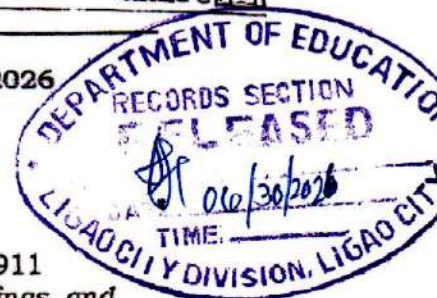
Republic of the Philippines
Department of Education
REGION V - BICOL

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By: <u>M</u>	Date: <u>06/30/26</u>

REGIONAL MEMORANDUM
No. 00874, s. 2026

63026328

29 June 2026



DISSEMINATION OF MEMORANDUM DM-OUHRODI-2026-1911
[Dissemination of Frequently Asked Questions (FAQs), Video Recordings, and Reference Materials on the Implementation of DepEd Wellness Leave Policy (DO No. 02, s. 2026)]

To : Assistant Regional Director
Schools Division Superintendents
Division Chiefs and Section/Unit Heads, this Office
DepEd Regional Office V Employees
All Others Concerned

1. Attached is Memorandum DM-OUHRODI-2026-1911 dated June 1, 2026, issued by Undersecretary Wilfredo E. Cabral of the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure (OUHRODI). This memorandum provides reference materials, including Frequently Asked Questions (FAQs), orientation video recordings, and presentation slides, to support the effective implementation of DepEd Order No. 2, s. 2026, titled "Guidelines on the Grant of Wellness Leave for Department of Education Personnel".
2. In this regard, all Schools Division Superintendents are requested to ensure the widest dissemination of these materials through their respective Human Resource Management Officers (HRMOs) and Information Officers. This is to adequately inform all teaching and non-teaching personnel, as well as workers engaged under Contract of Service (COS) and Job Order (JO) arrangements, regarding the provisions and implementation of the Wellness Leave Policy.
3. For queries, concerns, and clarification regarding the policy and the accompanying reference materials, concerned personnel may coordinate with the BHROD-Employee Welfare Division (BHROD-EWD) through bhrod.ewd@deped.gov.ph.
4. Immediate dissemination of and compliance with this Memorandum is desired.

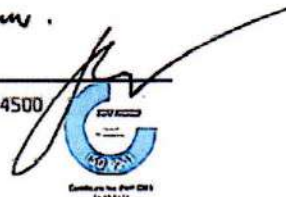
GILBERT T. SADSAD
Regional Director

AD-PS/mathb
06/29/2026

po: All concerned June 30, 2026
for information, dissemination
and guidance.



Address: Regional Center Site, Rawis, Legazpi City, 4500
Telephone Nos.: 0969 516 9555
Email Address: region5@deped.gov.ph
Website: <https://region5.deped.gov.ph/>





Republika ng Pilipinas

Department of Education
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

DEPARTMENT OF EDUCATION	
RECEIVED	
RECORDS SECTION, REGIONAL OFFICE	
JUN 22 2026	
By: 	Time: 3:07 pm

MEMORANDUM

DM-OUHRODI-2026-1911

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 for Human Resource and Organizational Development, and Infrastructure

SUBJECT: Dissemination of Frequently Asked Questions (FAQs), Video Recordings, and Reference Materials on the Implementation of DepEd Wellness Leave Policy (DO No. 02, s. 2026)

DATE: 01 June 2026

Pursuant to DepEd Order (DO) No. 02, s. 2026 titled *Guidelines on the Grant of Wellness Leave for Department of Education Personnel*, and following the conduct of the online orientations held for the Central and Field Offices, this Office reaffirms its committed to ensuring the clear, consistent, and seamless implementation of this welfare benefit across all governance levels.

In view of the volume of inquiries and requests for clarifications received by the Bureau of Human Resource and Organizational Development - Employee Welfare Division (BHROD-EWD), this Office hereby provides a consolidated set of reference materials for the guidance of all concerned. These include the Frequently Asked Questions (FAQs), orientation presentation materials, video recordings, and other relevant issuances intended to support human resource officers, school heads, and all personnel in understanding the applicable procedures, eligibility requirements, and implementation protocols under the said Policy.

All materials may be accessed through the following link:

<https://bit.ly/DepEdWellnessLeaveFAQs2026>

The shared digital folder contains the following reference materials:

1. The Final FAQ Document from BHROD
2. Orientation Video Recordings
3. Presentation Slides



Department of Education
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

Regional Directors and Schools Division Superintendents are requested to ensure the widest possible dissemination of these materials through their respective Human Resource Management Officers (HRMOs) and Information Officers, so as to properly inform both teaching and non-teaching personnel, including Contract of Service (COS) and Job Order (JO) personnel.

For any further implementation-related clarifications, you may coordinate the BHROD-EWD through bhrod.ewd@deped.gov.ph.

For information, guidance, and appropriate action.

Copy furnished

OFFICE OF THE SECRETARY

sec@deped.gov.ph



Republika ng Pilipinas

Department of Education

Frequently Asked Questions (FAQs) on Wellness Leave Policy for DepEd Personnel (Based on DepEd Order No. 02, s. 2026)

1. What is the Wellness Leave?

Wellness Leave refers to the type of leave that may be availed by personnel for purposes including, but not limited to, mental health care, physical wellness activities, or a general break from work.

2. Who may avail of Wellness Leave?

This policy applies to all eligible DepEd officials and employees in the Central Office (CO), Regional Offices (ROs), Schools Division Offices (SDOs), and schools and community learning centers (CLCs), regardless of employment status (permanent, temporary, coterminous, contractual, etc.).

This also covers Contract of Service (COS) or Job Order (JO) personnel directly contracted by the Department, subject to the provisions under Section VI of these guidelines. Personnel engaged through an agency/firm (i.e., manpower services) and LGU funded personnel are excluded.

3. When does the policy take effect?

DepEd Order (DO) No. 02, s. 2026 was officially issued on February 13, 2026 and took effect immediately upon issuance.

Contracts of COS/JO personnel effective January 2026 onwards are entitled to WL. Any leave of absence filed prior to the issuance of the DO shall be charged against the existing leave credits of the employee.

4. Can Wellness Leave be taken consecutively?

Yes, but only up to three (3) consecutive days at a time.

5. When should the leave be filed?

The application shall be filed at least five (5) days before the intended leave, except in emergency situations, wherein filing may be done immediately upon return.

Date: _____



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6. Can unused Wellness Leave be converted to cash?

No. Wellness Leave is non-cumulative, non-commutable to cash, and forfeited if not used within the year.

7. Can the teacher avail of Wellness Leave during class days?

Yes. School Head shall assign relievers. Teachers with relieving duties shall be eligible to overload pay, subject to existing guidelines (DO No. 005, s. 2024).

8. Does Wellness Leave affect overtime eligibility?

Yes. Wellness Leave days are considered leave days and **do not count toward the required 40-hour work week** for overtime eligibility.

9. Is a medical certificate required?

No. Unlike Sick Leave, no medical certificate is required.

10. May Wellness Leave be used for travel, including travel abroad?

Yes, subject to compliance with Travel Authority (TA) guidelines. An approved TA must accompany the Wellness Leave form.¹

11. Is a Letter of Intent (LOI) required?

No. Submission of Letter of Intent is not required. Only the prescribed leave application form (CSC Form 0) must be submitted.

12. How is Wellness Leave filed and approved?

- Use CSC Form No. 0
- Indicate under "Others" (Item 6.A): Wellness Leave (CSC MC No. 01, s. 2026)
- Follow existing approval authorities.
- HRMO tracks remaining leave credits
- For COS and JO personnel

Use Annex A of DepEd Order No. 02, s. 2026

¹ References: DepEd Order (DO) No. 043, s. 2022 (Omnibus Travel Guidelines for the Department of Education) and DO No. 046, s. 2022 (Amendments to DO No. 043, s. 2022)

