



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF BILIRAN

February 24, 2026

DIVISION MEMORANDUM

No. 123 s. 2026

DISSEMINATION OF DEPED 002 S. 2026 (GUIDELINES ON THE GRANT OF WELLNESS LEAVE FOR THE DEPARTMENT OF EDUCATION PERSONNEL)

TO: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Division Office Personnel
Public School District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. With reference to DepEd Order No. 002, s. 2026, titled "Guidelines on the Grant of Wellness Leave for the Department of Education Personnel", and CSC Memorandum Circular No. 01, s. 2026, this Office announces the guidelines for the availment of Wellness leave for all eligible teaching, related-teaching and non-teaching personnel, including the Contract of Service and Job Order personnel directly engaged by DepEd.

2. To reiterate, wellness leave may be availed for the purposes including but not limited to, mental health care, physical wellness activities or general break from work. It can be availed either consecutively for a maximum of three days at a time, or on separate non-consecutive days and shall be filed at least five days before its availment, except in emergency cases, wherein it shall be filed immediately upon return from such leave.

3. School Heads shall ensure the continuous delivery of classes in granting wellness leave to teachers by assigning relievers to fill in for the classes of those on wellness leave.

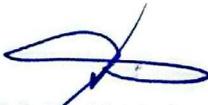
4. The application of Wellness leave shall be filed in the same manner as filing VL, SL and other leave privileges using the prescribed CSC Form 6, in two copies. For COS and JO personnel, the prescribed Annex A shall be used.

5. Wide dissemination of and strict compliance with this Memorandum are desired.

DIVISION OF BILIRAN
LARRAZABAL, NAVAL, BILIRAN
RELEASED

BY:

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3/4/26


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