



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF ESCALANTE CITY

June 25, 2026

DIVISION MEMORANDUM

No. 251 s. 2026

“DISSEMINATION OF FAQs & VIDEOS ON WELLNESS LEAVE”.

TO: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor
Division Education Program Supervisors
Public Elementary and Secondary School Heads
Section Units/Section Heads
All Others Concerned

1. Attached is Regional Memorandum No. 636, s. 2026 dated June 25, 2026, re: “Dissemination of Frequently Asked Questions (FAQs), Video Recordings, and Reference Materials on the Implementation of DepEd Wellness Leave Policy (DO No. 02, s. 2026)”, which is self-explanatory
2. All materials may be accessed through the link:
<https://bit.ly/DepEdWellnessLeaveFAQs2026>
3. Immediate dissemination of and compliance with this Memorandum are desired.

PETER J. GALIMBA

Assistant Schools Division Superintendent
OIC, Schools Division Superintendent



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Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 636, s. 2026

JUN 25 2026

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: OIC-Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUHROD-2026-1911 dated June 1, 2026 re: "Dissemination of Frequently Asked Questions (FAQs), Video Recordings, and Reference Materials on the Implementation of DepEd Wellness Leave Policy (DO No. 02, s. 2026)," which is self-explanatory.

2. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl.: As stated

Reference: As stated

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

BUREAUS AND OFFICES
POLICY
LEAVE

AD/PS/JEM/REGIONAL MEMO -DM-OUHROD-2026-1911-Dissemination of FAQ's, video recordings, and reference materials on WL policy



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DepEd Division Office - Marikina

Department of Education OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INTERSCHOOL RELATIONS

MEMORANDUM

DM-OUHRODI-2026-1911

To : 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 Interschool Relations

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: 10 August 2026

PHED, in compliance with the DepEd Order (DO) No. 02, s. 2026, is disseminating the said policy to all DepEd offices and schools, and following the conduct of the orientation sessions held by the Central and Field Offices, please direct all offices to ensure the clear, consistent, and seamless implementation of this wellness leave across all grouping levels.

In view of the volume of inquiries and requests for clarification received by the Bureau of Human Resource and Organizational Development (Bureau of Wellness Leave Policy - BOWL), this Office hereby provides a consolidated set of frequently asked questions 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, guidelines, implementations, 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 BOWL Document Issued (PHED-02)
2. Orientation Video Recordings
3. Presentation Slides





Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

It is the Department's goal to ensure that all staff are equipped with the necessary skills and knowledge to effectively perform their respective functions. This is achieved through the Department's Human Resource Management System (HRMS) and the Human Resource Development System (HRDS). The HRMS is a web-based system that provides a comprehensive view of the Department's human resources, including their skills, knowledge, and experience. The HRDS is a system that provides a comprehensive view of the Department's human resources, including their skills, knowledge, and experience.

The HRMS and HRDS are used to manage the Department's human resources, including recruitment, training, and development. The HRMS is used to track the Department's human resources, including their skills, knowledge, and experience. The HRDS is used to track the Department's human resources, including their skills, knowledge, and experience.

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OFFICE OF THE SECRETARY





Lampanda ng DepEd

Department of Education

Frequently Asked Questions (FAQs) on Wellness Leave Policy for DepEd Personnel Issued as DepEd Order No. 92, s. 2020

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, Region Offices (ROs), Schools Division Offices (SDOs), and schools and community learning centers (CLCs), regardless of employment status (permanent, temporary, re-employment, contractual, etc.).

This also covers Contractual Service (C/S) or job order DepEd personnel directly contracted by the Department, subject to the provisions under Section VI of these guidelines. Personnel engaged from an agency under a contract applied services and job-funded personnel are excluded.

3. When does the policy take effect?

DepEd Order (DO) No. 92, s. 2020 was officially issued on February 10, 2020 and took effect immediately upon issuance.

Contractual C/S DepEd personnel of the temporary jobs onwards are entitled to it. Any leave of absence filed prior to the issuance of the DO shall be treated against the existing leave accounts 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, which may, however, be done immediately upon occurrence.





6. Can unused Wellness Leave be converted to cash?

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

8. Does Wellness Leave affect overtime eligibility?

Yes. Wellness leave days are considered "paid" days and do not count toward the required 40-hour work week for licensure. *Excludes:*

9. Is a medical certificate required?

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

Yes, subject to compliance with Travel Authority (TA) guidelines.

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

12. How is Wellness Leave filed and approved?



