



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

October 27, 2025

DIVISION MEMORANDUM
No. 536, 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
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary & Secondary)
Division/Unit Heads
Non-Teaching Staff
All Others Concerned

1. 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.
2. 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*).
3. Division/unit heads are directed to ensure continuity in the delivery of services by maintaining **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 and those required to report on-site (template attached);
 - 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.
5. 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.
6. This memorandum shall take effect and cover the duration of the Midyear Wellness Break only.
7. Immediate dissemination and strict compliance with this Memorandum are directed.



[Signature]
MARGARITO A. CADAYONA, JR., PhD, CESO VI
Schools Division Superintendent

Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph
Website: <https://calbayogcity.deped.gov.ph/>



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

Annex B.2

**Summary of Personnel under WFP Work Arrangement
(Plantilla)**

Name of Office: _____

Covered Period: October 27 to 30, 2025

No.	NAME OF EMPLOYEE	WORK ARRANGEMENT PLAN				SIGNATURE OF EMPLOYEE
		Mon Oct. 27	Tue Oct. 28	Wed Oct. 29	Thu Oct. 30	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Recommended by:

Approved by:

Unit Head

MARGARITO A. CADAYONA JR PhD CESO VI
Schools Division Superintendent



Address: P2 Brgy. Hamstugon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph

Website: <https://calbayogcity.deped.gov.ph/>

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



2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City Telephone No.: (02) 8633-7208; 8633-7228; 8687-2992 Fax No.: (02) 8636-4876; Website: www.deped.gov.ph

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.

