



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

August 17, 2026

DIVISION MEMORANDUM
No. 351, s. 2026

**CLARIFICATION ON THE AVAILMENT OF WELLNESS LEAVE
BY TEACHERS DURING CLASS DAYS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads (Elementary & Secondary)
Teaching and Non-Teaching Personnel
All Others Concerned

1. Attached is a copy of Unnumbered Memorandum signed by Undersecretary and Chief of Staff, Office of the Secretary Atty. Fatima Lipp D. Panontongan, dated August 10, 2026, on the above-captioned subject, contents of which are self-explanatory, for information.
2. Immediate dissemination of this Memorandum is desired.




JOEL A. ZARTIGA PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In Charge
Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM : 
ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff
Office of the Secretary

SUBJECT : **Clarification on the Availment of Wellness Leave by Teachers During Class Days**

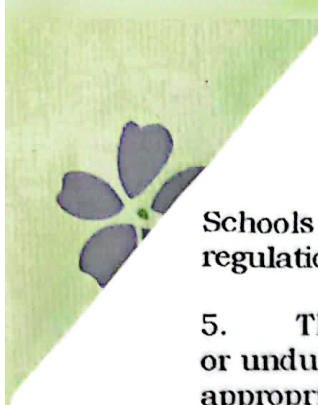
DATE : August 10, 2026

1. The Department of Education (DepEd), through DepEd Order (DO) No. 002, s. 2026, entitled **Guidelines on the Grant of Wellness Leave for the Department of Education Personnel**, recognizes the importance of promoting the holistic well-being of its personnel. Pursuant to Civil Service Commission Memorandum Circular (CSC MC) No. 01, s. 2026, entitled **Wellness Leave Policy**, government officials and employees are granted Wellness Leave (WL) of up to five days for purposes including, but not limited to, mental health care, physical wellness activities, or a general break from work.

2. **Wellness Leave of Teachers During Class Days.** Teachers may avail themselves of WL during class days, subject to the applicable provisions of DO 002, s. 2026, CSC MC 01, s. 2026, and other existing laws, rules, and regulations on the grant of leave.

3. The scheduling of classes on a particular day shall not, by itself, prevent a teacher from availing of approved WL. To ensure continuity of teaching and learning, the **School Head shall designate qualified teachers as relievers** for classes affected by the approved WL, taking into consideration their qualifications, existing teaching loads, availability, and welfare.

4. Teachers assigned to undertake additional teaching or relieving duties shall be eligible for **overload pay**, subject to the applicable guidelines and conditions under DO 005, s. 2024, entitled Rationalization of Teachers' Workload in Public



Schools and Payment of Teaching Overload, and other existing laws, rules, regulations, and budgetary, accounting, and auditing requirements.

5. The designation of relievers shall not be used as a basis for denying, delaying, or unduly restricting the approved availment of WL. School heads shall ensure that appropriate arrangements are made for affected classes while facilitating the proper availment of WL in accordance with existing policies.

6. Regional directors and schools division superintendents shall ensure the dissemination and consistent implementation of this clarification within their respective jurisdictions. School heads shall ensure that WL applications are processed in accordance with existing policies and that additional teaching or relieving duties are properly documented.

7. All related issuances and guidelines that are inconsistent with this Order are hereby repealed, rescinded, or amended accordingly.

8. Immediate and strict compliance with this Order is hereby directed.