

Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

June 23, 2026

DIVISION MEMORANDUM

No. **421-2026**

**DISSEMINATION OF REGIONAL MEMORANDUM NO. 472-2026 ON THE
FREQUENTLY ASKED QUESTIONS (FAQs) ON WELLNESS LEAVE POLICY
FOR DEPED PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public School Heads
Teaching and Non-Teaching Personnel
All Other Concerned

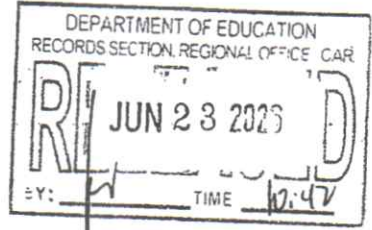
1. Enclosed is Regional Memorandum No. 472, s. 2026 titled "Dissemination of Frequently Asked Questions (FAQs) on Wellness Leave Policy for DepEd Personnel (Based on DepEd Order No. 02, s. 2026)."
2. All concerned personnel are advised to be guided accordingly and to refer to the attached issuance for proper information and clarification on the policy.
3. For information, guidance, and compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OASDS/STEjr/nde



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



23 June 2026

REGIONAL MEMORANDUM
 No. 472.2026

**DISSEMINATION OF FREQUENTLY ASKED QUESTIONS (FAQs)
 ON WELLNESS LEAVE POLICY FOR DEPED PERSONNEL**
 (Based on DepEd Order No. 02, s. 2026)

To: Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

1. This Memorandum is issued to disseminate the **Frequently Asked Questions (FAQs)** regarding the **implementation of the Wellness Leave Policy for DepEd Personnel**, pursuant to DepEd Order (DO) No. 02, s. 2026.
2. For strict compliance, all offices must **review and adopt** the procedural guidelines and implementation mechanics detailed in the attached document, to ensure uniform policy enforcement across all levels.
3. Schools Division Superintendents are directed to ensure the immediate and wide dissemination of this Memorandum and its attachments to all personnel within their respective jurisdictions.
4. For information, guidance, and compliance.

Digitally signed by Capulong
 Nicolas Tongol
 Date: 2026.06.23 09:15:32
 +08'00'

NICOLAS T. CAPULONG PhD, CESO III
 Director IV/ Regional Director

ASD/PS/msc



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

DepEd Tayo Cordillera <https://depedcar.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.





Republika ng Pilipinas
Department of Education

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 6) must be submitted.

12. How is Wellness Leave filed and approved?

- Use CSC Form No. 6
- 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).



Republika ng Pilipinas
Department of Education

- Effective January 2027, Wellness Leave shall be included in all contracts.
- Wellness Leave availed by COS/JO personnel shall be without salary deduction (with full pay).



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrod@depd.gov.ph | Website: www.depded.gov.ph

Doc. Ref. Code	OM-OJHROD	Rev	00
Effectivity	03.23.23	Page	3 of 3



Certificate No. PAF 0033
22 01 2023