Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

August 13, 2026

DIVISION MEMORANDUM
No. 467, s. 2026

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

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. For the information and guidance of all concerned, this Office hereby disseminates the Memorandum dated **August 10, 2026, titled "Clarification on the Availment of Wellness Leave by Teachers During Class Days,"** issued by the Office of the Secretary, Department of Education.

2. The said Memorandum clarifies that, pursuant to **DepEd Order No. 002, s. 2026**, titled Guidelines on the Grant of Wellness Leave for the Department of Education Personnel, and **Civil Service Commission Memorandum Circular No. 01, s. 2026**, teachers **may avail themselves of Wellness Leave (WL) during class days**, subject to applicable laws, rules, regulations, and existing policies on the grant of leave.

3. In particular, all concerned are advised of the following provisions:

a. The scheduling of classes on a particular day shall **not, by itself, prevent a teacher from availing of an approved Wellness Leave**;

b. To ensure continuity of teaching and learning, the **School Head shall designate qualified teachers as relievers** for classes affected by the approved Wellness Leave, taking into consideration their qualifications, existing teaching loads, availability, and welfare;

c. Teachers assigned to undertake additional teaching or relieving duties shall be **eligible for overload pay**, subject to the applicable provisions and conditions under **DepEd Order No. 005, s. 2024**, titled *Rationalization of Teachers' Workload in Public Schools and Payment of Teaching Overload*, as well as existing budgetary, accounting, and auditing rules and regulations;

d. The need to designate relievers shall **not be used as a basis for denying, delaying, or unduly restricting the approval or availment of Wellness Leave**. School Heads shall make appropriate arrangements for affected classes while facilitating the proper availment of Wellness Leave; and

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

e. School Heads shall ensure that Wellness Leave applications are processed in accordance with existing policies and that any additional teaching or relieving duties are **properly documented**.

4. Accordingly, all School Heads are directed to ensure the proper and consistent implementation of the foregoing provisions and to make the necessary arrangements to maintain the **continuity of classes and delivery of learning services without unnecessarily restricting the availment of Wellness Leave by qualified teachers**.

5. A copy of the aforementioned Memorandum is attached to this issuance for the **information, guidance, and strict compliance of all concerned**.

6. Immediate dissemination of this Memorandum is directed.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

AOAS/ 08-049-2026

00018719

AUG 13 2026

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.