



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

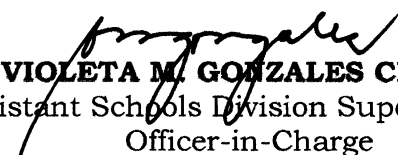
Office of the Schools  
Division Superintendent

**MEMORANDUM**

**IMPLEMENTATION OF CIVIL SERVICE COMMISSION (CSC)  
WELLNESS LEAVE**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. Attached is Memorandum No. 2026-004 from Atty. Genesi M. Santiago, Department Head of City Human Resources Management dated January 29, 2026, on Implementation of Civil Service Commission (CSC) Wellness Leave.
2. In compliance with the implementation of this policy, please refer to the attached guidelines.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

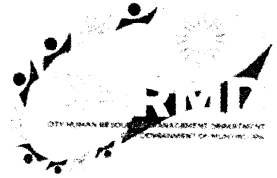
Under the following subjects:

MB/NAV/DM – IMPLEMENTATION OF CIVIL SERVICE COMMISSION (CSC) WELLNESS LEAVE

074 / February 9, 2026



Republic of the Philippines  
**City Government of Muntinlupa**  
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



HRPAY/M-2026/002

**MEMORANDUM No. 2026-004**

To : **All Employees / Offices of the City Government of Muntinlupa**

Date : **January 29, 2026**

Subject : **Implementation of Civil Service Commission (CSC) Wellness Leave**

In adherence to **Civil Service Commission (CSC) Resolution No. 2501292**, which establishes the policy guidelines on the grant of **Wellness Leave** to government officials and employees, this office hereby adopts and implements the said leave benefit.

The Wellness Leave is intended to support the holistic well-being of government personnel by allowing time to rest, recovery and wellness-related activities, thereby contributing to improve work performance and sustain public service delivery.

Accordingly, the following guidelines shall govern its implementation;

**Eligibility**

All Regular and Casual Employees.

The entitlement of Contract of Service and Job Order workers to Wellness Leave shall be subject to the provisions of their individual contracts and the relevant issuances covering their engagement.

**Purpose and Use**

The Wellness Leave may be availed of, for purposes including, but not limited to, mental health care, physical wellness activities, or general break from work.

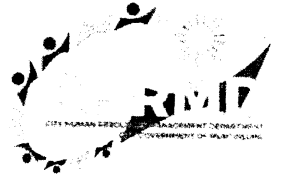
**Conditions of Availment**

- a. May be taken either consecutively for a **maximum of three (3) days at a time**, or on separate non-consecutive days up to a **total of five (5) days**.
- b. The application for Wellness Leave shall be recommended by the immediate supervisor and submitted to the head of office for approval. This shall be filed in the same manner as filing for Vacation Leave, Sick Leave and other Leave Privileges.
- c. The application for Wellness Leave shall be **filed at least five (5) days before** its availment, except in emergency cases wherein it must be filed immediately upon the officials' or employees return from such leave.
- d. Wellness Leave shall be **non-cumulative an/d non-commutable to cash**.
- e. To promote safe space in officials' and employees' availment of the Wellness Leave due to mental health reasons, any information related to the applicant's mental health condition



Republic of the Philippines

**City Government of Muntinlupa**  
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



shall be bound by the rules of confidentiality and in compliance with the Data Privacy Act of 2012.

**Implementation and Monitoring**

The City Human Resources Management Department (CHRMD) is hereby tasked to formulate supplemental internal guidelines, oversee implementation, and maintain proper documentation of leave availment.

Thank you.

Very Truly Yours,

**ATTY. GENESI M. SANTIAGO**  
Department Head  
City Human Resource Management Department

Noted by:

**ENG. ALLAN A. CACHUELA**  
City Administrator

CENTRAL RECORDS OFFICE  
**RECEIVED**  
BY: ROAN MORALES [Signature]  
DATE: 23/2/24 TIME: 10:53