



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

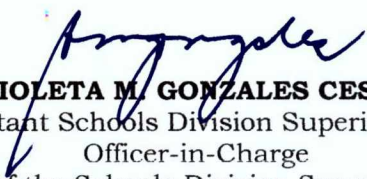
JUN 30 2026

MEMORANDUM
No. 293, s. 2026

**DISSEMINATION OF FREQUENTLY ASKED QUESTIONS (FAQs), VIDEO RECORDINGS,
AND REFERENCE MATERIALS ON THE IMPLEMENTATION OF DEPED
WELLNESS LEAVE POLICY (DO NO. 02, S. 2026)**

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
Administrative Officer V
All Others Concerned

1. Attached is DM-OUHRODI-2026-1911, with the subject, Dissemination of Frequently Asked Questions (FAQs), Video Recordings, and Reference Materials on the Implementation of DepEd Wellness Leave Policy (DO No. 02, s. 2026), the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Attention is invited to paragraph no. 3, where the materials may be accessed.
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.
References: As stated.
To be indicated in the Perpetual of Index
under the following subjects:

LEAVE POLICY

AMF/DM- DISSEMINATION OF FREQUENTLY ASKED QUESTIONS (FAQs), VIDEO RECORDINGS, AND REFERENCE MATERIALS ON THE IMPLEMENTATION OF DEPED WELLNESS LEAVE POLICY (DO NO. 02, S. 2026)

293/June 29, 2026

NUM-2026-293





Republika ng Pilipinas


Department of Education
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-1911

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

FROM : 
WILFREDO E. CABRAL
*Undersecretary for Human Resource and Organizational
Development, and Infrastructure*

SUBJECT: **Dissemination of Frequently Asked Questions (FAQs), Video Recordings, and Reference Materials on the Implementation of DepEd Wellness Leave Policy (DO No. 02, s. 2026)**

DATE : 01 June 2026

Pursuant to DepEd Order (DO) No. 02, s. 2026 titled *Guidelines on the Grant of Wellness Leave for Department of Education Personnel*, and following the conduct of the online orientations held for the Central and Field Offices, this Office reaffirms its committed to ensuring the clear, consistent, and seamless implementation of this welfare benefit across all governance levels.

In view of the volume of inquiries and requests for clarifications received by the Bureau of Human Resource and Organizational Development – Employee Welfare Division (BHROD-EWD), this Office hereby provides a consolidated set of reference materials for the guidance of all concerned. These include the Frequently Asked Questions (FAQs), orientation presentation materials, video recordings, and other relevant issuances intended to support human resource officers, school heads, and all personnel in understanding the applicable procedures, eligibility requirements, and implementation protocols under the said Policy.

All materials may be accessed through the following link:

<https://bit.ly/DepEdWellnessLeaveFAQs2026>

The shared digital folder contains the following reference materials:

1. The Final FAQ Document from BHROD
2. Orientation Video Recordings
3. Presentation Slides



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Regional Directors and Schools Division Superintendents are requested to ensure the widest possible dissemination of these materials through their respective Human Resource Management Officers (HRMOs) and Information Officers, so as to properly inform both teaching and non-teaching personnel, including Contract of Service (COS) and Job Order (JO) personnel.

For any further implementation-related clarifications, you may coordinate the BHROD-EWD through bhrod.ewd@deped.gov.ph.

For information, guidance, and appropriate action.

Copy furnished:

OFFICE OF THE SECRETARY
osec@deped.gov.ph

[BHROD-EWD]



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Center for Quality Management
2019-2021



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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.





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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).



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- 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).