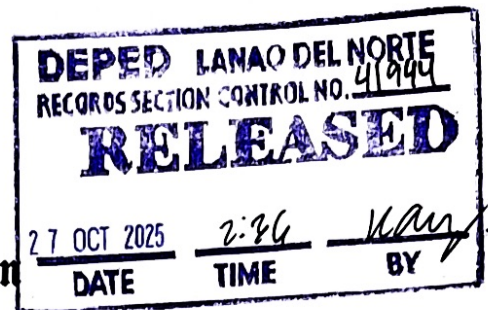




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANA DEL NORTE



October 27, 2025

Division MEMORANDUM

No. 661, s. 2025

**DISSEMINATION OF DEPED MEMORANDUM DATED OCTOBER 24, 2025
"ADOPTION OF WORK-FROM-HOME ARRANGEMENT FOR NON-TEACHING
PERSONNEL DURING THE MIDYEAR BREAK / WELLNESS BREAK"**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
Public Elementary and Secondary School Heads
All Division Personnel
All Others Concerned
This Division

1. In accordance to DepEd Memorandum dated October 24, 2025, titled "*Adoption of Work-From-Home Arrangement for Non-Teaching Personnel During the Midyear Break/ Wellness Break.*"
2. District Supervisors are directed to arrange the schedule of non-teaching personnel within their respective districts to **render service alternately** during the period of October 27-30, 2025, ensuring that office operations and essential transactions continue without disruption.
3. Offices are directed to maintain a **skeletal workforce on-site** throughout the duration of the Midyear Wellness Break.
4. The arrangement shall be implemented in accordance with DepEd Order No. 4, s. 2025, and the specific guidelines stated in the attached memorandum, ensuring proper documentation of attendance and submission of required reports such as Daily Time Records (DTRs) and Individual Daily Logs and Accomplishment Reports (IDLARs) duly approved by the Head of Office must be submitted accordingly.
5. Immediate and wide dissemination of this memorandum is directed for the information and guidance of all concerned.

EDWIN R. MARIBOJOC, CESO V

Schools Division Superintendent
10-27-25

Encl: DepEd Memorandum
Ref: As stated



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