



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE

DEPED LANA DEL NORTE		
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August 19, 2026

DIVISION MEMORANDUM
No. 432, s. 2026

**REITERATION ON THE CLARIFICATION ON THE AVAILMENT OF
WELLNESS LEAVE BY TEACHERS DURING CLASS DAYS**

To: Assistant Schools Division Superintendent

Chief of Functional Divisions
Division Office Personnel
Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. The Department of Education (DepEd), through the Memorandum dated August 10, 2026, entitled "**Clarification on the Availment of Wellness Leave by Teachers During Class Days,**" has clarified that teachers may avail themselves of Wellness Leave (WL) during class days, subject to the applicable provisions of **DepEd Order No. 002, s. 2026, "Guidelines on the Grant of Wellness Leave for the Department of Education Personnel,"** Civil Service Commission Memorandum Circular No. 01, s. 2026, entitled "**Wellness Leave Policy,**" and other existing laws, rules, and regulations governing the grant of leave.

2. In view thereof, all concerned are hereby reminded and directed to observe the following guidelines:

- The scheduling of classes on a particular day shall **not, by itself, prevent a teacher from availing of an approved Wellness Leave.**
- To ensure the 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.
- The designation of relievers **shall not be used as a basis for denying, delaying, or unduly restricting the approved availment of Wellness Leave.** School Heads shall ensure that appropriate arrangements are made for affected classes while facilitating the proper availment of Wellness Leave in accordance with existing policies.
- Teachers who are assigned additional teaching or relieving duties in connection with the approved Wellness Leave shall be **eligible for overload pay**, subject to the applicable guidelines and conditions under **DepEd Order No. 005, s. 2024, entitled**



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“Rationalization of Teachers’ Workload in Public Schools and Payment of Teaching Overload,” and other existing laws, rules, regulations, and budgetary, accounting, and auditing requirements.

- e) All additional teaching or relieving duties performed shall be **properly documented** to support the corresponding workload and compensation claims, when applicable.

3. All School Heads are directed to ensure that Wellness Leave applications are processed in accordance with existing policies and that no teacher is denied or unduly restricted from availing of an approved Wellness Leave solely on the ground that the requested leave falls on a class day.

4. Public Schools District Supervisors are enjoined to monitor the consistent implementation of these guidelines within their respective districts and provide the necessary guidance to school heads and personnel.

5. All concerned are further reminded that the designation of relievers is intended to ensure the continuity of classes and learning delivery and **should not prejudice the teacher’s approved availment of Wellness Leave.** School Heads shall exercise proper judgment in making arrangements for affected classes while taking into account the welfare and workload of both the teacher availing of Wellness Leave and the designated reliever.

6. Any existing practice, issuance, or instruction inconsistent with the foregoing guidelines shall be appropriately reviewed and amended to conform with the applicable DepEd and Civil Service Commission policies.

7. For information, guidance, and strict compliance.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Reference: DepEd Order No. 002, s 2026

To be indicated in the Perpetual Index under the following subjects:
Guidelines on the Grant of Wellness Leave for the DepEd Personne;



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