



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



23 October 2025

**DIVISION MEMORANDUM**  
DM No. 1065, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 1054, S 2025 RE: DIVISION CAPACITY BUILDING FOR TEACHERS ON INCLUSIVE EDUCATION: COLLABORATIVE STRATEGIES TO CONTENT AND PEDAGOGY**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. With reference to the Department of Education (DepEd) Memorandum titled **“Declaration of Midyear Break as Wellness Break and Guidelines for Professional Development Activities,”** dated October 22, 2025, which declares October 27–30, 2025, as a Wellness Break for Teachers, this Office issues the following clarification and guidance.
2. The Division Capacity Building for Teachers in Inclusive Education: Collaborative Strategies to Content and Pedagogy, scheduled on **October 27–29, 2025**, at Paul Hall, M.I. Sevilla’s Farm and Resort, Lucena City, shall proceed as scheduled.
3. In adherence to the aforementioned DepEd Memorandum, attendance for all identified teacher-participants shall be on a **strictly voluntary basis**. Teachers who wish to participate are required to submit a signed **Letter of Voluntary Participation** addressed to Schools Division Superintendent, duly signed and noted by the School Heads and Public School District Supervisors. The said letter shall explicitly state that their attendance in the said training is voluntary and does not compromise their entitlement to the Wellness Break as stipulated in the DepEd Memorandum.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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4. Teachers who voluntarily opt to attend the training shall be granted appropriate service credits or compensatory time-off (CTO)] for the days attended, in accordance with existing guidelines.
5. All non-teaching personnel, facilitators, and members of the Technical Working Group involved in the activity are expected to render their services as scheduled in the performance of their official duties.
6. All other provisions stipulated in Division Memorandum No. 1054, s. 2025, not affected by this addendum, shall remain in effect.
7. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

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 DepEdTayoQuezon

 [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

 [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)