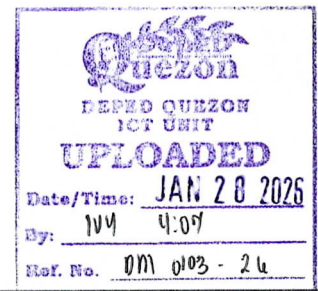




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



23 January 2026

DIVISION MEMORANDUM

DM No. 0103, s. 2026

**IMPLEMENTATION OF WELLNESS LEAVE IN ACCORDANCE WITH CSC
MEMORANDUM CIRCULAR NO. 01, s. 2026**

To: Assistant Schools Division Superintendents
Division Chiefs – CID/SGOD
HRMPSB Members
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Civil Service Commission (CSC) Memorandum Circular No. 01, series of 2026 on the Wellness Leave Policy, pursuant to CSC Resolution No. 2501292 and applicable provisions of the Mental Health Act (Republic Act No. 11036, this Office informs all personnel of the implementation of Wellness Leave starting January 1, 2026 following publication and applicable regulatory timeliness, and shall be incorporated into existing leave administration procedures of this Division.
2. All government officials and employees under this Division, whether permanent, temporary, substitute, coterminous, fixed-term, contractual, or casual, are covered by this policy and may be eligible to avail of Wellness Leave subject to agency discretion and guidelines.
3. Eligible personnel may be granted up to **five (5) days of Wellness Leave** per calendar year separate from existing Vacation Leave, Sick Leave, and other leave privileges.
4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Percp01/23/2026
DEPEDQUEZON-TM-SDS-04-009-003



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