



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

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**REGIONAL MEMORANDUM**

**09/11/2026**

No. 996, s. 2026

**WORK-FROM HOME ARRANGEMENT FOR SCHOOL-BASED TEACHING-RELATED AND NON-TEACHING PERSONNEL DURING THE WELLNESS BREAK IN THE END-OF-TERM BLOCK**

TO: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. Attached is the Unnumbered Memorandum dated September 10, 2026, re: "Work-From-Home Arrangement for School-Based Teaching-Related and Non-Teaching Personnel During the Wellness Break in the End-of-Term Block," which is self-explanatory.
2. Attention is particularly invited to Paragraph 2, numbers 1, 2 and 3 of the said Memorandum.
3. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated  
Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
WORKHOURS

ASD/PS/AGS/REGIONAL MEMO-Dissemination-Unnumbered-WFH Arrangement-Wellness Break



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**MEMORANDUM**

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

**FROM :**   
**SONNY ANGARA**  
Secretary

**SUBJECT :** Work-from-Home Arrangement for School-Based Teaching-Related and Nonteaching Personnel During the Wellness Break in the End-of-Term Block

**DATE :** September 10, 2026

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In line with the Department's commitment to employee well-being and pursuant to DepEd Order (DO) No. 009, s. 2026, or the Guidelines on the Implementation of the Three-Term School Calendar in Basic Education, school-based teaching-related and nonteaching personnel **may be allowed to work from home (WFH) up to two days during the Wellness Break on September 14–15, 2026.**

The WFH arrangement shall be subject to the school's operational requirements and the approval of the school head. To ensure continuity of essential and urgent services, school heads shall maintain a skeleton workforce on-site and determine which personnel will report on-site and which may WFH.

School heads shall

1. prepare and approve a Work Arrangement Plan indicating the WFH and on-site schedules;
2. ensure that WFH personnel remain reachable during official working hours and deliver their assigned outputs and services; and
3. monitor and document attendance and performance in accordance with existing policies on flexible work arrangements, including DO 004, s. 2025 (Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education), as applicable.

This arrangement applies only to the Wellness Break within the End-of-Term Block and is separate and distinct from the Wellness Leave under DO 002, s. 2026 (Guidelines on the Grant of Wellness Leave for the Department of Education Personnel).

For guidance and strict compliance.

JMC, MPC, MWFH Arrangement for School-Based Teaching and Nonteaching Personnel During the Wellness Break  
0353 - September 10, 2026