Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

DepEd Ozamiz City
RELEASED
By:
Date: 9-15-26

September 11, 2026

DIVISION MEMORANDUM
No. 450, s. 2026

WORK FROM HOME ARRANGEMENT FOR SCHOOL-BASED TEACHING RELATED AND NON-TEACHING PERSONNEL DURING WELLNESS BREAK

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Elementary and Secondary School Heads
Division Office Personnel
This Division

1. In line with the memorandum entitled Work-from-Home (WFH) Arrangement for School-Based Teaching-Related and Non-Teaching Personnel During the Wellness Break in the End-of-Term Block, all concerned personnel are hereby informed that eligible personnel may be allowed to work from home for up to two (2) days during the Wellness Break on September 14-15, 2026.

2. Please be informed that the Work-from-Home (WFH) arrangement shall be subject to the school's operational requirements and the approval of the School Head.

3. School Heads shall maintain a skeleton workforce onsite and determine which personnel will report onsite and which may be allowed to work from home, ensuring that essential school operations and services remain uninterrupted.

4. Please see the attached DepEd Memorandum for reference and guidance in the implementation of the Work-from-Home (WFH) arrangement.

5. Immediate dissemination of this Memorandum to all concerned is hereby desired.

DIONESIO L. LIWAGON JR., CESO VI
Assistant Schools Division Superintendent
OIC, Schools Division Superintendent

References: As stated
To be indicated in the Perpetual Index under the following subjects:

WELLNESS BREAK WORK FROM HOME ARRANGEMENT

RJRG/DM – WORK FORM HOME ARRANGEMENT FOR SCHOOL-BASED TEACHING RELATED AND NON-TEACHING PERSONNEL DURING WELLNESS BREAK
September 11, 2026

Republic of the Philippines

Department of Education

OFFICE OF THE SECRETARY

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

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.

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