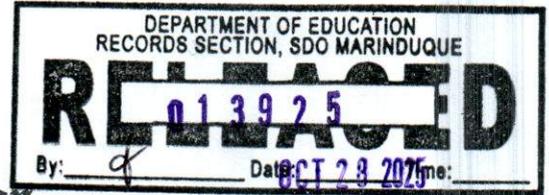




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Elementary/Secondary Schools Principals/TICs/Head Teachers
Heads, Administrative Units
All Others Concerned

FROM: **LYNN G. MENDOZA, Ed.D.** ✓
OIC - Schools Division Superintendent

SUBJECT: **ADOPTION OF WORK FROM HOME ARRANGEMENT FOR NON-TEACHING PERSONNEL DURING THE MID YEAR BREAK/WELLNESS BREAK**

DATE : October 27, 2025

1. In view of DepEd Unnumbered Memorandum issued on October 24, 2025 relative to the scheduled Midyear Wellness Break on October 27-30, 2025 the Department authorizes the adoption of a **Work-from-Home (WFH)** arrangement for **School Base and Non- School Base Non-teaching Personnel** during the said period.
2. Non- Teaching personnel may be allowed to render services through **WFH arrangement for a maximum of two (2)** days within the said period in consistent with the provision of **DepEd Order No. 4, s 2025 (Guidelines on the Implementation of Flexible Work Arrangements for Non-Teaching Personnel)** subject to approval and Discretion of the Head of Office.
3. **Skeletal Workforce** on site must be maintained throughout the duration of the Midyear Wellness Break to ensure continuity in the delivery of services and to attend to urgent and essential transactions.
4. Employees authorized to work from home shall indicate their availment of the WFH arrangement in their **Daily Time Records (DTR)** and attach their **Individual Daily Logs and Accomplishment Reports (IDLARS)** duly approved by the Head of Office.
5. Immediate dissemination of and compliance with the contents of this Memorandum is desired.



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

TO : UNDERSECRETARIES
ASSISTANT SECRETARIES
BUREAU/SERVICE DIRECTORS
REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : 
SONNY ANGARA
Secretary

SUBJECT : **ADOPTION OF WORK FROM HOME ARRANGEMENT FOR NON-TEACHING PERSONNEL DURING THE MIDYEAR BREAK / WELLNESS BREAK**

DATE : 24 October 2025

In view of the scheduled Midyear Wellness Break on October 27 to 30, 2025, and in recognition of the need to promote employee well-being while ensuring the continuity of government services, the Department authorizes the adoption of a Work-from-Home (WFH) arrangement for non-teaching personnel during the said period.

Non-teaching personnel may be allowed to render services through WFH arrangement for a **maximum of two (2) days within the period of October 27 to 30, 2025**, inclusive of their availment of the Combination Flexible Work Arrangement, subject to the approval and discretion of the Head of Office, and consistent with the provisions of DepEd Order No. 4, s. 2025 (*Guidelines on the Implementation of Flexible Work Arrangements for Non-Teaching Personnel*).

Heads of Offices are directed to ensure continuity in the delivery of services by maintaining a **skeleton workforce on-site** throughout the duration of the Midyear Wellness Break to attend to urgent and essential transactions.

In implementing the arrangement, Heads of Functional Offices shall:

1. Prepare and approve a Work Arrangement Plan indicating the schedule of personnel authorized to work from home and those required to report on-site;
2. Ensure that all personnel under flexible work arrangements remain reachable during official working hours and are able to deliver assigned outputs and services in accordance with office performance standards; and

3. Monitor and record attendance and performance in accordance with existing policies and reporting mechanisms prescribed under DepEd Order No. 4, s. 2025.

Employees authorized to work from home shall indicate their availment of the WFH arrangement in their **Daily Time Records (DTRs)** and attach their **Individual Daily Logs and Accomplishment Reports (IDLARs)**, duly approved by their respective Heads of Offices.

This memorandum shall take effect and cover the duration of the Midyear Wellness Break only.

For guidance and strict compliance.

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY
EDUCATION SECRETARIAT
MUNICIPALITY OF PASAYEN
CITY OF PASAYEN
PUNJAB
INDONESIA

DEPT. SECRETARY

MEMORANDUM FOR THE SECRETARY OF DEPARTMENT OF EDUCATION
SUBJECT: MANDATORY ATTENDANCE DURING MIDYEAR WELLNESS BREAK

DEPT. SECRETARY

Reference is made to the Department Order No. 4, s. 2025, regarding the Midyear Wellness Break. It is hereby mandated that all employees authorized to work from home must indicate their availment of the WFH arrangement in their Daily Time Records (DTRs) and attach their Individual Daily Logs and Accomplishment Reports (IDLARs), duly approved by their respective Heads of Offices.

This memorandum shall take effect and cover the duration of the Midyear Wellness Break only. For guidance and strict compliance.

Very truly yours,
[Signature]

DEPARTMENT OF EDUCATION
OFFICE OF THE SECRETARY
EDUCATION SECRETARIAT
MUNICIPALITY OF PASAYEN
CITY OF PASAYEN
PUNJAB
INDONESIA