



Republic of the Philippines  
**Department of Education**  
Region XII  
City Schools Division of Tacurong

February 11, 2026

**DIVISION MEMORANDUM**

OSDS-2026- 030

**AVAILMENT AND INSTITUTIONALIZATION OF THE FIVE-DAY  
WELLNESS LEAVE**

To: Assistant Schools Division Superintendent  
Chiefs of CID and SGOD  
Cluster Heads/School Heads  
Public Elementary and Secondary School Heads  
SDO Section Heads/Unit Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned  
This Division

1. Pursuant to Civil Service Commission Memorandum Circular No. 01, s. 2026 on the Wellness Leave Policy for all government officials and employees and recognizing that the holistic well-being of the workforce is fundamental to the effective delivery of quality education, this Office hereby announces the implementation of the Wellness Leave for all teaching and nonteaching personnel within the Schools Division Office of Tacurong City.
2. All eligible personnel may avail of a maximum of five (5) days Wellness Leave per year, separate and distinct from the existing 15 days Vacation Leave, 15 days Sick Leave, and 3 days Special Privileges Leave.
3. The Wellness Leave may be taken consecutively for up to three (3) days or on non-consecutive days, and may be used for purposes including, but not limited to, mental health care, physical wellness activities, or general rest from work. Further, the Wellness Leave is non-cumulative and non-monetizable. Any unused portion at the end of the calendar year shall be forfeited.
4. For reference and guidance, a copy of CSC Memorandum Circular No. 01, s. 2026 (Wellness Leave Policy) is attached to this Memorandum.
5. Wide and immediate dissemination of this memorandum is highly desired.

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: As stated.  
Reference: CSC Memorandum Circular No. 01, s. 2026  
Allotment:  
To be included in the Perpetual Index under the following Subjects:  
LEAVE PERSONNEL POLICY

ZBP/ADMIN/DM / AVAILMENT AND INSTITUTIONALIZATION OF THE FIVE-DAY WELLNESS LEAVE / February 11, 2026



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MC No. 01, s. 2026

## MEMORANDUM CIRCULAR

**TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS, AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED OR -CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT : Wellness Leave Policy**

Pursuant to **CSC Resolution No. 2501292** promulgated on **13 November 2025**, the CSC adopts the **Wellness Leave Policy** as follows:

### 1. Scope and Coverage

- a. This policy shall apply to all government officials and employees, whether permanent, temporary, substitute, coterminous, fixed term, contractual, or casual, in all government agencies and instrumentalities, namely: Constitutional Bodies, departments, bureaus, and agencies of the National Government; Government-Owned or -Controlled Corporations with original charters; Local Government Units; and State Universities and Colleges.
- b. Government agencies and instrumentalities that already grant leave benefits with a similar purpose or scope to Wellness Leave—such as those intended to promote employee well-being and mental health—provided they are consistent with applicable laws, rules, and regulations, may choose to either maintain such leave benefits or replace them with another in accordance with this policy.
- c. The entitlement of Contract of Service and Job Order workers to Wellness Leave shall be subject to the provisions of their individual contracts and the relevant issuances covering their engagement.

### 2. Authorization to Grant Wellness Leave

The CSC hereby authorizes agencies to grant Wellness Leave to applicable government officials and employees, subject to the agency's discretion, up to a maximum of five (5) days. The Wellness Leave shall be separate and exclusive from the fifteen (15) days Vacation Leave, fifteen (15) days Sick Leave, and three (3) days Special Leave, available from the date of assumption of duty.

### 3. Guidelines for Availing of Wellness Leave

In availing the Wellness Leave, the following guidelines shall be observed:

**Bawat Kawani, Lingkod Bayani**

- a. Wellness Leave may be taken either consecutively for a maximum of three (3) days at a time, or on separate non-consecutive days.
- b. The Wellness Leave may be availed of, for purposes including, but not limited to, mental health care, physical wellness activities, or general break from work.
- c. The application for Wellness Leave shall be recommended by the immediate supervisor and submitted to the head of office for approval. This shall be filed in the same manner as filing for Vacation Leave, Sick Leave, and other leave privileges, following the procedures adopted by the respective government agency and/or instrumentality.
- d. To promote a safe space in officials' and employees' availment of the Wellness Leave due to mental health reasons, any information related to the applicant's mental health condition shall be bound by the rules of confidentiality and in compliance with the Data Privacy Act of 2012.
- e. The application for WLP shall be filed at least five (5) days before its availment, except in emergency cases wherein it must be filed immediately upon the officials' or employees' return from such leave.
- f. The Wellness Leave shall be non-cumulative, non-commutable to its monetary equivalent, and forfeited if not availed within the calendar year.

**4. Effectivity**

CSC Resolution No. 2501292 shall take effect after fifteen (15) days from publication in the Official Gazette or in a newspaper of general circulation.

CSC Resolution No. 2501292, which was published in the Daily Tribune on 16 December 2025, takes effect on 1 January 2026.

  
ATTY. MARILYN B. YAP, DPA  
Chairperson

12 January 2026