



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

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September 14, 2026

**DIVISION MEMORANDUM**

OSDS – 2026 170

**DISSEMINATION OF UNNUMBERED MEMORANDUM, SUBJECT: WORK-FROM-HOME ARRANGEMENT FOR SCHOOL-BASED TEACHING-RELATED AND NONTTEACHING PERSONNEL DURING THE WELLNESS BREAK IN THE END-OF-TERM BLOCK**

To: Assistant Schools Division Superintendent  
Cluster Heads/School Heads  
School-Based Teaching-Related Personnel  
School-Based Nonteaching Personnel  
This Division

1. Enclosed is unnumbered Memorandum from the Office of Secretary SONNY ANGARA, Subject: **“Work-from-Home Arrangement for School-Based Teaching-Related and Nonteaching Personnel During the Wellness Break in the End-of-Term Block”**, for wide dissemination.
2. Immediate and strict compliance of this MEMORANDUM is hereby directed.

**CARLOS G. SUSARNO, PhD., CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated

References: D.O. No. 009, s. 2026

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

EMPLOYEES

WELFARE

WELLNESS

WORK-FROM-HOME

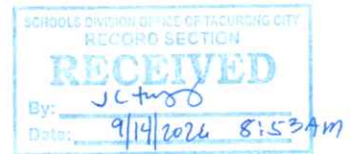
ZNB/OSDS/DM/DISSEMINATION OF UNNUMBERED MEMORANDUM, SUBJECT: WORK-FROM-HOME ARRANGEMENT FOR SCHOOL-BASED TEACHING-RELATED AND NONTTEACHING PERSONNEL DURING THE WELLNESS BREAK IN THE END-OF-TERM BLOCK/September 14, 2026



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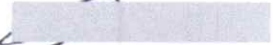


Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY



**MEMORANDUM**

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

**FROM :**   
**SÖNNY 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.

JMC: MFC: M: WFH Arrangement for School-Based Related Teaching and Nonteaching Personnel During the Wellness Break  
0353 September 13, 2026