



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

2601-2215

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 86, s. 2026

DISSIMENATING THE WELLNESS LEAVE POLICY

To: Assistant Schools Division Superintendent
CES, SGOD
CES, CID
Public and Private School Heads
All Teaching/Non-Teaching Personnel

1. The Civil Service Commission issued Memorandum Circular No. 01, s. 2026 regarding the Wellness Leave Policy.
2. This policy shall apply to all government officials and employees, whether permanent, temporary, substitute, coterminous, fixed term, contractual, or casual, in all government agencies.
3. The following guidelines are to be widely disseminated for the availing of Wellness Leave:
 - 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.





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f. The Wellness Leave shall be non-cumulative, non-commutable to its monetary equivalent, and forfeited if not availed within the calendar year.

4. School Heads are advised to maintain a log of wellness leave utilization to ensure equitable distribution among staff. As much as possible, wellness leaves must not be scheduled during synchronized national activities, unless in cases of emergency.

5. A copy of the said guidelines is attached here for information and guidance.

VILMA D. EDA, CESO V
Schools Division Superintendent



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

x-----x

- 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