



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

DIVISION MEMORANDUM
No. **707**, s. 2026

14 SEP 2026

**WORK-FROM-HOME ARRANGEMENT FOR SCHOOL-BASED TEACHING -
RELATED AND NONTEACHING PERSONNEL DURING THE WELLNESS
BREAK IN THE END-OF-TERM BLOCK**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. In reference to the Unnumbered Memorandum from the Office of the Secretary, DepEd announces the Work-from-Home (WFH) Arrangement for School-Based Teaching-Related and Nonteaching Personnel during the Wellness Break on September 14-15, 2026.
2. The WFH arrangement shall be subject to the school's operational requirements and approval of the school head. School Heads shall maintain a skeleton workforce on-site, and determine which personnel will report on-site and which may WFH.
3. The School Heads shall:
 - a) Prepare and approve a Work Arrangement Plan indicating the WFH and on-site schedules;
 - b) Ensure that WFH personnel remain reachable during official working hours and deliver their assigned outputs and services; and
 - c) Monitor and document attendance and performance in accordance with existing policies on flexible work arrangements, including DepEd Order No. 004, s. 2025 (Guidelines on the Adoption of Flexible Work Arrangement in the Department of Education), as applicable.
4. It is reminded that this arrangement applies only to the Wellness Break within the End-of-Term Block and is separate and distinct from the Wellness Leave under DepEd Order No. 002, s. 2026.
5. For information and compliance of all concerned.

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VILMA D. EDA, CESO V
Schools Division Superintendent





Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

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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.

JMC, MFC: M.WFH Arrangement for School-Based Related-Teaching and Nonteaching Personnel During the Wellness Break
0.3.53 - September 10, 2026