



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

25 JAN 2026

DIVISION MEMORANDUM
No. 052 s. 2026

WELLNESS LEAVE POLICY

TO: OIC-Assistant Schools Division Superintendent
OIC-School Governance and Operations Division
OIC-Curriculum Implementation Division
Education Program Supervisors
School Heads (All Public Schools)
All Others Concerned

1. Pursuant to Civil Service Commission (CSC) Resolution No. **2501292**, promulgated on November 13, 2025, and in line with the Commission's mandate under the 1987 Philippine Constitution to promote employee well-being, mental health, and workplace productivity, this Office hereby adopts and implements the **Wellness Leave Policy**.

2. The following provisions shall guide all personnel in its implementation and availment:

A. Scope and Coverage

- a. This policy applies to **all government officials and employees**— permanent, temporary, substitute, coterminous, fixed-term, contractual, or casual—in all government agencies and instrumentalities, including:
 - i. Constitutional bodies
 - ii. Departments, bureaus, and agencies of the National Government
 - iii. Government-Owned or -Controlled Corporations with original charters
 - iv. Local Government Units
 - v. State Universities and Colleges
- b. Government agencies that already grant leave benefits with similar purposes (e.g., mental health or wellness-related leave) may retain or replace those benefits, provided they are aligned with applicable laws and regulations.
- c. The entitlement of Contract of Service and Job Order workers shall follow the provisions of their respective contracts and related issuances.



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B. Authorization to Grant Wellness Leave

The CSC authorizes government agencies to grant up to **five (5) days** of Wellness Leave per year to eligible officials and employees.

This leave is separate and exclusive from the following:

- Fifteen (15) days Vacation Leave
- Fifteen (15) days Sick Leave
- Three (3) days Special Leave

The Wellness Leave is available from the date the employee assumes duty.

C. Guidelines for Availing of Wellness Leave

a. Wellness Leave may be taken:

- **Consecutively**, for a maximum of **three (3) days**, OR
- On **non-consecutive** days.

b. The Wellness Leave may be used for purposes including, but not limited to:

- Mental health care
- Physical wellness activities
- Rest and recovery
- Personal wellness-related needs
- General break from work to regain well-being

c. Applications for Wellness Leave must be:

- recommended by the immediate supervisor
- approved by the head of office
- filed using the same procedure as Vacation Leave or Sick Leave, following existing agency rules

D. Any information related to an employee's mental health submitted in support of the Wellness Leave shall be **confidential** and processed in compliance with the Data Privacy Act of 2012.

E. Filing period:

- Leave must be filed **at least five (5) days before** the intended date
- In **emergency cases**, filing may be done immediately upon the employee's return to work

F. The Wellness Leave is:

- Non-cumulative
- Non-commutable (cannot be converted to cash)
- Forfeited if not used within the calendar year

G. Additional Local Provisions (Agency-Specific)

In addition to CSC guidelines, this Office further adopts:

- The Wellness Leave shall support employees needing time for counseling, medical/psychological checkups, self-care activities, or rest due to stress or emotional fatigue.
- Supervisors must ensure that the leave is not unreasonably withheld and that availment supports a healthier, more productive workforce.
- HR shall maintain a record of availments and provide wellness-related support as needed.

3. Immediate and wide dissemination of this Memorandum is desired.



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HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Encl.: None

Reference: None

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

POLICY

osds/moa/January 21, 2026