



Republic of the Philippines  
**Department of Education**  
 REGION IX, ZAMBOANGA PENINSULA  
 SCHOOLS DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

October 27, 2025

**DIVISION MEMORANDUM**

OSDS-2025- 718

**WORK FROM HOME ARRANGEMENT FOR NON-TEACHING PERSONNEL DURING THE MIDYEAR WELLNESS BREAK**

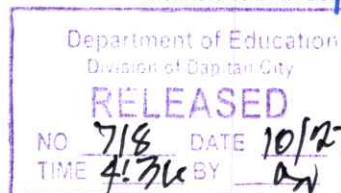
To: Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division  
 Chief, School Governance and Operations Division  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads/Principals/TIC  
 OSDS Section Heads  
 All Others Concerned

1. In view of the scheduled Mid-Year Wellness Break on October 27–30, 2025, and pursuant to the Memorandum from the Office of the Secretary dated October 24, 2025, this Office shall implement a maximum of two (2) days Work from Home (WFH) arrangement for all non-teaching personnel within the said period, in accordance with the provisions of DepEd Order No. 4, s. 2025 (Guidelines on the Implementation of Flexible Work Arrangements for Non-Teaching Personnel).
2. During this period, all personnel under the WFH arrangement shall accomplish and submit their Individual Daily Log and Accomplishment Reports (IDLARs) indicating the tasks performed and outputs delivered. Division Chiefs and Section Heads shall monitor and validate the same to ensure accountability and proper documentation of work performance.
3. For schools, the School Heads shall approve the Work from Home arrangements of non-teaching personnel under their supervision.
4. Regular reporting to the office shall resume on November 3, 2025 (Monday).
5. For information and strict compliance.

**JAY S. MONTEALTO, CESO VI**  
 Schools Division Superintendent

Copy furnish:

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

**MEMORANDUM**

**TO :** UNDERSECRETARIES  
 ASSISTANT SECRETARIES  
 BUREAU/SERVICE DIRECTORS  
 REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 SCHOOL HEADS  
 ALL OTHERS CONCERNED

**FROM :** **SONNY ANGARA**  
 Secretary

**SUBJECT :** **ADOPTION OF WORK FROM HOME ARRANGEMENT FOR NON-TEACHING PERSONNEL DURING THE MIDYEAR BREAK / WELLNESS BREAK**

**DATE :** 24 October 2025

In view of the scheduled Midyear Wellness Break on October 27 to 30, 2025, and in recognition of the need to promote employee well-being while ensuring the continuity of government services, the Department authorizes the adoption of a Work-from-Home (WFH) arrangement for non-teaching personnel during the said period.

Non-teaching personnel may be allowed to render services through WFH arrangement for a **maximum of two (2) days within the period of October 27 to 30, 2025**, inclusive of their availment of the Combination Flexible Work Arrangement, subject to the approval and discretion of the Head of Office, and consistent with the provisions of DepEd Order No. 4, s. 2025 (*Guidelines on the Implementation of Flexible Work Arrangements for Non-Teaching Personnel*).

Heads of Offices are directed to ensure continuity in the delivery of services by maintaining a **skeleton workforce on-site** throughout the duration of the Midyear Wellness Break to attend to urgent and essential transactions.

In implementing the arrangement, Heads of Functional Offices shall:

1. Prepare and approve a Work Arrangement Plan indicating the schedule of personnel authorized to work from home and those required to report on-site;
2. Ensure that all personnel under flexible work arrangements remain reachable during official working hours and are able to deliver assigned outputs and services in accordance with office performance standards; and

3. Monitor and record attendance and performance in accordance with existing policies and reporting mechanisms prescribed under DepEd Order No. 4, s. 2025.

Employees authorized to work from home shall indicate their availment of the WFH arrangement in their **Daily Time Records (DTRs)** and attach their **Individual Daily Logs and Accomplishment Reports (IDLARs)**, duly approved by their respective Heads of Offices.

This memorandum shall take effect and cover the duration of the Midyear Wellness Break only.

For guidance and strict compliance.