



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM
No. 052, s. 2026

JAN 29 2026

WELLNESS LEAVE POLICY

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

1. Pursuant to Civil Service Commission (CSC) Resolution No. 2501292 promulgated on November 13, 2025, and published in the Daily Tribune on December 16, 2025, which took effect on January 1, 2026, the CSC issued Memorandum Circular No. 01, s. 2026, adopting the wellness Leave Policy for all government officials and employees.
2. The Wellness Leave Policy aims to promote the physical, mental, and emotional well-being of government personnel by providing a special leave benefit intended for rest, recuperation, stress management, and other wellness-related activities, consistent with the government's commitment to a healthy and productive workforce.
3. In this regard, the following guidelines are hereby disseminated for the information and guidance of all concerned:

A. Scope and Coverage

- The Wellness Leave Policy shall apply to all government officials and employees, regardless of employment status, including permanent, temporary, casual, contractual, and coterminous personnel, provided they are entitled to leave benefits under existing CSC rules.
- This policy covers personnel in national government agencies, local government units, state universities and colleges, and government-owned or controlled corporations, unless otherwise excluded by specific CSC issuances.
- Availment of Wellness Leave shall be subject to the exigencies of the service to ensure the uninterrupted delivery of public service.



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B. Authority to Grant Wellness Leave

- The authority to grant Wellness Leave is vested in the Head of Office or the duly authorized approving authority, in accordance with CSC rules and internal office policies.
- Approval shall be subject to operational requirements, availability of personnel, and compliance with the prescribed guidelines.

C. Guidelines for Availing Wellness Leave

- Wellness Leave may be availed of for purposes related to physical, mental, and emotional well-being, including rest, recuperation, and other wellness-related activities.
- Wellness Leave may be availed of for a maximum of three (3) days at a time, either as consecutive or separate non-consecutive days, depending on the employee's needs and office operational requirements.
- The Wellness Leave shall be non-cumulative, non-commutable to its monetary equivalent, and forfeited if not availed within the calendar year.

D. Filing Period and Application Process

- Employees intending to avail of Wellness Leave shall file an application at least five (5) working days before the intended date of leave using the prescribed leave application form of the agency.
- In instances where advance filing is not feasible, the application shall be filed immediately upon return to duty, subject to approval.
- All applications shall be endorsed by the immediate supervisor and approved by the authorized approving authority.

E. Other Important Details on Availment

- Approved Wellness Leave shall be properly recorded and monitored by the Human Resource Management Office (HRMO) or its equivalent.



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- Any misuse or misrepresentation in the availment of Wellness Leave shall be dealt with in accordance with existing civil service laws, rules, and regulations.
 - Officials and employees are encouraged to familiarize themselves with the full provisions of CSC Memorandum Circular No. 01, s. 2026 for proper guidance.
 - Matters not expressly covered in this Memorandum shall be governed by pertinent CSC issuances and applicable rules and regulations.
4. Attached are the copy of CSC Memorandum Circular No. 01, s. 2026 and Sample Leave Form (Form 6), for reference.
5. Immediate compliance and widest dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
LEAVE POLICY WELLNESS

SO12 EDG
1/28/2026



MC No. 01, s. 2026

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

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- 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



Republic of the Philippines
Department of Education
Region III
Schools Division Office of Bataan

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last) (First) (Middle)
	DELA CRUZ, JUAN, ABCD

3. DATE OF FILING	January 28, 2026	4. POSITION	ADMINISTRATIVE OFFICER II	5. SALARY	00,000.00
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6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF <input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) <input checked="" type="checkbox"/> Wellness Leave (CSC MC No. 1, s. 2026) Others:	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines: _____ <input type="checkbox"/> Abroad (Specify): _____ <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness): _____ <input type="checkbox"/> Out Patient (Specify Illness): _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness): _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave
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6.C NUMBER OF WORKING DAYS APPLIED FOR 1 day INCLUSIVE DATES February 13, 2026	6.D COMMUTATION <input checked="" type="checkbox"/> Not Requested <input type="checkbox"/> Requested JUAN A. DELA CRUZ (Signature of Applicant)
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7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS As of _____ <table border="1"><thead><tr><th></th><th>Vacation Leave</th><th>Sick Leave</th></tr></thead><tbody><tr><td>Total Earned</td><td></td><td></td></tr><tr><td>Less this application</td><td></td><td></td></tr><tr><td>Balance</td><td></td><td></td></tr></tbody></table> EVANGELINE D. GALLARDO OIC-Administrative Officer IV (HRMO II)		Vacation Leave	Sick Leave	Total Earned			Less this application			Balance			7.B RECOMMENDATION <input checked="" type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ School Head
	Vacation Leave	Sick Leave											
Total Earned													
Less this application													
Balance													

7.C APPROVED FOR: _____ days with pay _____ days without pay _____ others (Specify)	7.D DISAPPROVED DUE TO: _____ _____
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JERRY DIMLA CRUZ, DEM, CESO VI/
Assistant Schools Division Superintendent