



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

Advisory No. 294, s. 2026
September 12, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
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WORK-FROM-HOME ARRANGEMENT FOR SCHOOL-BASED TEACHING-RELATED AND NONTEACHING PERSONNEL DURING THE WELLNESS BREAK IN THE END-OF-TERM BLOCK

1. Pursuant to the **Unnumbered Memorandum from DepEd Secretary Sonny Angara dated September 10, 2026**, and in line with the Department's commitment to employee well-being, school-based teaching-related and nonteaching personnel may be allowed to **work from home (WFH)** for up to **two (2) days** during the **Wellness Break on September 14–15, 2026**.
2. The WFH arrangement shall be subject to the **operational requirements of the school** and the **approval of the School Head**, who must ensure continuity of essential services and maintain a skeleton workforce on-site. Further, School Heads are directed to **prepare and approve a Work Arrangement Plan** clearly indicating the WFH and on-site schedules of personnel.
3. It is emphasized that personnel under WFH arrangement must remain **reachable during official working hours** and are expected to deliver assigned outputs and services in accordance with their duties and responsibilities.
4. Attached is a copy of the said Memorandum for further information.
5. For questions or clarifications, personnel may coordinate with their respective School Heads or the **Schools Division Office – HR Unit** through official communication channels.
6. Immediate dissemination of and compliance with this Advisory is expected.


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



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

MEMORANDUM

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
0353 - September 10, 2026



2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 8687-2922; 8687-4177; 8636-4995; 8636-4876; Website: www.deped.gov.ph



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Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | **Telephone / Fax:** (047) 237-2102
Email Address: bataan@deped.gov.ph | **Website:** www.depedbataan.com | **Facebook Page:** www.facebook.com/DepEdBataan



CSC PRIME-HRM BRONZE AWARD
CSC Resolution No. 2001100