



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



DIVISION MEMORANDUM

No. 10-340 s, 2025

To: Assistant Schools Division Superintendent  
Functional Division Chiefs and Personnel (OSDS, CID, SGOD)  
Elementary and Secondary School Heads  
All concerned  
This Division

REITERATION OF MEMORANDUM RE: ADOPTION OF WORK FROM HOME  
ARRANGEMENT FOR NON-TEACHING PERSONNEL DURING THE  
MIDYEAR/WELLNESS BREAK

1. This Office reiterates the provision of memorandum on the **Adoption of Work from Home Arrangement for Non-Teaching Personnel during the Midyear/Wellness Break** for a maximum of two (2) days within the period of October 27-30, 2025.
2. In view thereof, the School Heads/Heads of Functional Offices shall:
  - a. Prepare and approve a *Work Arrangement Plan* with the *Schedule* of personnel authorized to work from home and those required to report on-site;
  - b. Ensure the continuity in the delivery of services by maintaining a *skeleton workforce on-site* and ensure that all personnel under flexible work arrangements remain reachable during official working hours and are to deliver the assigned outputs;
  - c. Monitor and record attendance and performance with existing policies and reporting mechanism prescribed under DepEd Order No. 4, s. 2025.
3. Employees authorized to work from home shall prepare their *Individual Daily Logs and Accomplishment Reports (IDLARS)* duly approved by their respective immediate head to be attached in their Daily Time Records (DTRs).
4. Enclose in this memorandum is the copy of the said issuance.
5. For immediate dissemination of this Memorandum is hereby advised.

**MANUEL O. CABERTE**  
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:  
WORK FROM HOME                      WELLNESS BREAK

OSDS/momosay  
10/27/25



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

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**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

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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.