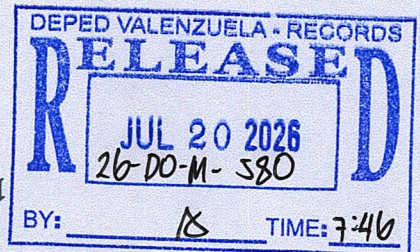


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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. 0584, s. 2026

**GUIDELINES ON THE GRANT OF WELLNESS LEAVE FOR LSB
CONTRACTUAL EMPLOYEES**

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

1. The City Government of Valenzuela issues the enclosed Guidelines on the Grant of Wellness Leave for the Salaried Contractual Employees pursuant to Civil Service Commission (CSC) Resolution No. 2501292 promulgated on November 13, 2025.
2. Wellness Leave is a special leave privilege that may be applied and used for mental health care, and physical wellness. All eligible contractual employees may avail for up to (5) days of Wellness Leave on a staggered basis in a year.
3. Attached herewith are basic rules in applying for wellness leave.
4. Immediate and wide dissemination of this Memorandum is desired.

NOEL D. BAGANO
Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
under the following subjects:

WELLNESS LEAVE FOR CONTRACTUAL EMPLOYEES

DGS/LSB WELLNESS LEAVE
/July 14, 2026/

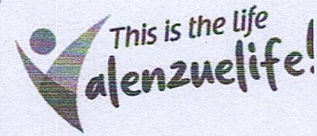


Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdvalenzuela@depd.gov.ph
Official Website: <https://www.depvalenzuela.com>

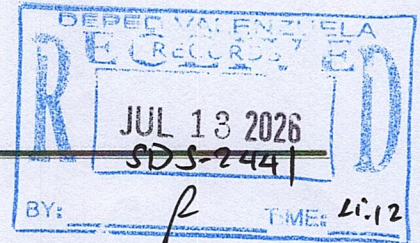




Republic of the Philippines
CITY OF VALENZUELA
Metropolitan Manila



TO : ALL SALARIED CONTRACTUAL EMPLOYEES
FROM : THE CITY MAYOR
DATE : 06 JULY 2026
SUBJECT : AS STATED



Pursuant to **CSC Resolution No. 2501292 promulgated on November 13, 2025**, the City Government of Valenzuela adopts the Wellness Leave Policy as follows:

Scope and Coverage

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.

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.

Guidelines for Availing of Wellness Leave

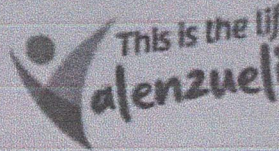
In availing the Wellness Leave, the following guidelines shall be observed:

- a. Wellness Leave may be taken either consecutively for a maximum of three (3) days at a time, or on separate non-consecutive days.



Republic of the Philippines

CITY OF VALENZUELA
Metropolitan Manila



- 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.

This takes effect immediately.

Be guided accordingly.

cc: All Heads of Offices
File

WESLIE T. GATCHALIAN

