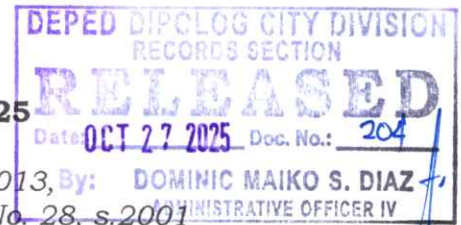


Division Advisory No. 204, s. 2025
October 27, 2025

In compliance with DepEd Order No. 8, s.2013, By: **DOMINIC MAIKO S. DIAZ**
this advisory is issued not for endorsement per DO No. 28, s.2001
but only for the information of DepEd officials, personnel/ staff,
as well as the concerned public
(www.depeddipolog.net)



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

In line with the unnumbered DepEd Memorandum issued by the Office of the Secretary dated October 24, 2025 and published through the official Facebook Page of DepEd Philippines, the Department authorizes the adoption of a Work-from-Home (WFH) arrangement for non-teaching personnel during the Midyear Wellness Break on October 27 to 30, 2025.

In support of the Department of Education's initiative to promote employee wellness while ensuring continuity of public service, the Schools Division Office of Dipolog City shall implement the Work-from-Home Arrangement for non-teaching personnel during the Midyear Wellness Break from October 27 to 30, 2025.

The following guidelines shall apply:

1. Non-teaching personnel may render work-from-home services for up to two (2) days within the 4-day work period.
2. Prior approval from the Head of Office is required.
3. An Accomplishment Report must be submitted for each day of work-from-home.
4. This arrangement applies to all public schools and offices under the Division.

Schools and Office/Section Heads are directed to:

- Ensure the presence of a skeleton workforce to maintain uninterrupted services.
- Ensure that employees remain reachable and deliver outputs according to performance standards.

Pre-scheduled activities (e.g., meetings, trainings, and other official functions) shall proceed as planned, unless the participants involved are officially rendering work-from-home and have secured approval.

As this period coincides with month-end operations, all **critical reports, payroll processing**, and **other time-sensitive tasks** must be completed without delay or disruption.

Personnel availing of the work-from-home arrangement must reflect this in their Daily Time Records (DTRs) and attach their **Individual Daily Logs and Accomplishment Reports (IDLARs)**, duly approved by their respective heads.

For guidance and strict compliance.

Widest dissemination of this advisory is enjoined.