



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

TO: Asst. Schools Division Superintendent
CID and SGOD Chief
Education Program Supervisors
Division Coordinators
Public Schools District Supervisors/OIC-PSDSs
Non-Teaching (SDO Based and School Based)

FROM: JOSE L. DONCILLO, CESO V
Schools Division Superintendent

SUBJECT: ADOPTION OF WORK FROM HOME ARRANGEMENT FOR
NON-TEACHING PERSONNEL DURING THE MID-YEAR BREAK/
WELLNESS BREAK

DATE: 27 OCTOBER 2025

In view of the Memorandum from the Office of the Secretary dated October 24, 2025, in connection with the scheduled Midyear wellness Break on October 27, 2025 to October 30, 2025, Work-from Home (WFH) is authorized during the said period non-teaching personnel.

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 consistent with the provisions of DepEd Order No.4,s.2025 (Guidelines on the Implementation of Flexible Work Arrangement for Non-Teaching Personnel.

School Heads and Units Heads are directed to ensure the continuity of 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. A schedule of WFH arrangement shall be submitted to this Office for monitoring purposes not later than October 28, 2025.

Personnel who are identified by the CSC for the On-Site Visit on October 29 and 30, 2025 shall report to the Division Office for the Prime HRM On-Site Validation.

For information and guidance.



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