



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 768 , s. 2025

**October 23, 2025**

**DECLARATION OF MIDYEAR BREAK AS WELLNESS BREAK AND GUIDELINES FOR  
PROFESSIONAL DEVELOPMENT ACTIVITIES**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
All Others Concerned

1. This Office, through the School Governance and Operations Division, refers to the communication signed by Atty. Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff, Office of the Secretary, and Carmela C. Oracion, Assistant Secretary and Officer-in-Charge, Office of the Undersecretary for Learning Systems, dated October 22, 2025, titled **“Declaration of Midyear Break as Wellness Break and Guidelines for Professional Development Activities.”** The Midyear Break scheduled from October 27 to 30, 2025, is hereby declared a Wellness Break for Teachers in accordance with DepEd Order No. 012, s. 2025.

2. As stated in paragraph 5 where SDOs are given prerogative, SDO-Tagbilaran City encourages schools with PRC-accredited PDPs to proceed as originally planned. The participating teachers are to receive service credit equivalent to the number of days attended. Ultimately, the decision to continue the scheduled activities rests with the program proponents.

3. For PDPs requiring rescheduling, regardless of PRC approval, proponents may hold sessions on any of three Saturdays that do not conflict with scheduled sports qualifying rounds. Teachers attending these Saturday sessions will receive service credits. Alternatively, PDPs may be conducted over six Friday afternoons or four Friday afternoons plus one Saturday. Please note that Friday sessions will have classes shortened until 12 noon; however, no service credits will be granted for Friday sessions.



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H. Zamora St., Dampas, Tagbilaran City, Bohol  
(038)427-1702; (038)427-2506  
tagbilarancity.division@deped.gov.ph  
<http://www.depedtagbilaran.org>

4. Mid-year performance assessments shall not be conducted from October 27 to 30, 2025, but must be scheduled on an agreed date no later than November 30, 2025.
5. Please refer to the attached communication for further details.
6. Immediate dissemination of this information and guidance are desired.

  
**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/rdo





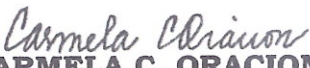
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**MEMORANDUM**

**FOR :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED

**FROM :**   
**ATTY. FATIMA LIPP D. PANONTONGAN**   
Undersecretary and Chief of Staff  
Office of the Secretary

  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Office of the Undersecretary for Learning Systems

**SUBJECT :** **DECLARATION OF MIDYEAR BREAK AS WELLNESS BREAK  
AND GUIDELINES FOR PROFESSIONAL DEVELOPMENT  
ACTIVITIES**

**DATE :** October 22, 2025

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This is to inform all concerned that the Midyear Break scheduled this year from October 27 to 30, 2025 shall be declared a Wellness Break for teachers, in light of DepEd Order No. 012, s. 2025.

This Midyear Break is a recognition of the need to support the overall well-being of our teaching personnel, which is a critical foundation of education quality, as stated in the Secretary's five-point reform agenda.

Schools and divisions must still conduct In-Service Training (INSET) and professional development programs on any other preferred dates within the remaining days of School Year 2025–2026 since these activities are intended to enhance teaching competencies and instructional effectiveness and to align the core programs and strategic initiatives of this Department.

The conduct of activities must not interfere with classes and may be integrated through school-based training and utilization of learning action cells. These activities may still be funded through existing Human Resource Training and Development (HRTD) funds that have been directly released to the Schools Division Offices (SDOs).

In view of the foregoing, for schools and divisions that have prepared and scheduled professional development programs for teachers during the Midyear Break period, procured venues and meals may be requested for a change of date based on prevailing procurement and auditing rules. If change of date is unfeasible, since the procured venues and meals can no longer be rescheduled, activities may still be conducted voluntarily. Teachers who participate voluntarily shall be exempt from subsequent activities on the same topic within the school year.

To ensure proper coordination and monitoring, school heads are required to submit their plans for professional development activities to their respective SDO through the School Governance and Operations Division (SGOD), while division plans for the conduct of INSET activities must be submitted to the Human Resource Development Division/National Educators Academy of the Philippines in the Region (HRDD/NEAP-R). The SGOD and HRDD/NEAP-R shall ensure activities are still conducted by the end of the school year.

This Memorandum modifies inconsistent provisions of DM-OULS-2025-095 in view of the declaration of the Wellness Break.

For your guidance and compliance.