



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

October 22, 2025

DIVISION MEMORANDUM

No. **560** s. 2025

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CES) / OIC-CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Secondary, Integrated and Elementary Schools
All Others Concerned

1. Attached is Unnumbered Memorandum from the Office of the Secretary dated October 22, 2025 titled **Declaration of Midyear Break as Wellness Break and Guidelines for Professional Development Activities**, which is self-explanatory.
2. Immediate dissemination of and strict compliance with this Memorandum is desired.


ROEL F. BERMEJO

Schools Division Superintendent


Encl.: As stated

Reference: Unnumbered Memorandum from the Office of the Secretary dated October 22, 2025

To be indicated in the Perpetual Index
under the following subjects:

SCHOOL HEADS TEACHERS WELLNESS BREAK



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

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

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

[Signature]
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

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.