

Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

24 October 2025

DIVISION MEMORANDUM

No. 303, s. 2025

**REITERATION OF DEPED MEMORANDA ON THE DECLARATION OF MIDYEAR
BREAK AS WELLNESS BREAK AND THE GRANT OF VACATION SERVICE
CREDITS (VSC) FOR VOLUNTARY PARTICIPATION IN PROFESSIONAL
DEVELOPMENT ACTIVITIES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Section/Unit Heads
Elementary and Secondary School Heads
This Schools Division

1. In reference to the Memorandum dated October 22, 2025, issued by Atty. Fatima Lipp D. Panontongan, Undersecretary and Chief of Staff, and Asst. Secretary Carmela C. Oracion, **declaring the period of October 27–30, 2025 as a Wellness Break for teachers**, all teaching personnel are reminded that this period shall serve as time for rest and recovery to support the overall well-being of educators, in alignment with the Secretary's five-point reform agenda.
2. While the Midyear Break has been declared as a Wellness Break, schools and divisions may still conduct In-Service Training (INSET) and other professional development activities on dates other than the said period within the remaining days of School Year 2025–2026, subject to the guidelines set forth in the memorandum.
3. Further, pursuant to DepEd Memorandum DM-OUHROD-2025-2949 dated October 23, 2025, issued by Undersecretary Wilfredo E. Cabral, Vacation Service Credits (VSC) shall be granted to teachers who voluntarily participate in pre-procured and pre-planned professional development activities during the Wellness Break.
 - a. Teachers who voluntarily render services during this period shall be granted 1.5 days of VSC for every eight (8) hours of participation, subject to the provisions of DepEd Order No. 13, s. 2024.
 - b. The activity must be a pre-approved Central Office, Regional Office, or SDO-led initiative such as trainings, workshops, or writeshops aligned with the Department's professional development and strategic priorities.
 - c. School heads must ensure proper documentation and submission of attendance sheets and activity reports to facilitate the processing of the VSCs.
4. All school heads are advised to review their planned training schedules and ensure compliance with the above guidelines. Activities that cannot be moved may



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@depd.gov.ph
Facebook: facebook.com/depd.batanes
Website: <https://depdbatanes.ph>

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	1

be rescheduled or adjusted as necessary, provided teachers' participation remains voluntary and well-documented.

5. For strict guidance and compliance.

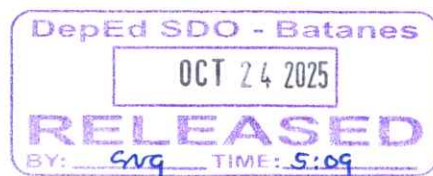

DANTE J. MARCELO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Encl: as stated
Reference: Unnumbered DepEd Memorandum
DM-OUHROD-2025-2949

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

PRIVILEGES
TRAINING PROGRAMS

SGOD/myn/kchm/Learning&Development
October 24, 2025



Address: Basco, Batanes, 3900
Contact No.: 09687467949, 09539704860
Email Address: batanes@depd.gov.ph
Facebook: facebook.com/depd.batanes
Website: <https://depdbatanes.ph>

Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	2