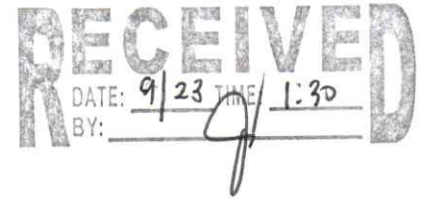




Republic of the Philippines
Department of Education
REGION III

BATAAN HIGH SCHOOL FOR THE ARTS

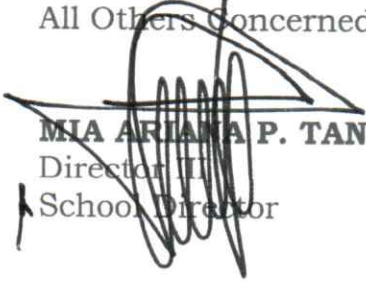
BATAAN HIGH SCHOOL FOR THE ARTS



SEP 23 2026

MEMORANDUM

TO: Deputy Directors
Chief, Functional Divisions
Teaching and Non-Teaching Personnel
All Others Concerned

FROM: 
MIA ARIANA P. TANCIONGCO, PhD
Director III
School Director

SUBJECT: WORK-FROM-HOME ARRANGEMENT FOR SCHOOL-BASED TEACHING-RELATED AND NON-TEACHING PERSONNEL DURING THE WELLNESS BREAK IN THE END-OF-TERMBLOCK

1. Pursuant to the Memorandum from the Office of the Secretary dated September 10, 2026 with subject "*Work-from-Home Arrangement for School-Based Teaching-Related and Nonteaching Personnel During the Wellness Break in the End-of-Term Block*" and DepEd Order No. 009, s. 2026 (Guidelines on the Implementation of the Three-Term School Calendar in Basic Education), school-based teaching-related and nonteaching personnel **may be allowed to work from home (WFH) up to two days during the Wellness Break on September 14-15, 2026.**
2. The WFH arrangement shall be subject to the school's operational requirements and shall maintain a skeleton workforce on-site to ensure continuity of essential and urgent services as a residential school.
3. All personnel on WFH shall remain reachable during official working hours (8:00 AM - 5:00 PM) and shall deliver assigned outputs.
4. Attendance and performance shall be monitored in accordance with DO 004, s. 2025 (Guidelines on Adoption of Flexible Work Arrangement in the Department of Education).
5. This arrangement is separate and distinct from Wellness Leave under DO 002, s. 2026. Teaching personnel are not covered as they are on wellness break. However, teaching-related and non-teaching personnel on-site are required to log in DTR.



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6. Attached is the School Work Arrangement Plan by Functional Division, and the Unnumbered Memorandum from DepEd Central Office. SEP 23 2026
7. For guidance and strict compliance.

Encl.: As stated

Reference: Unnumbered Memorandum dated September 10, 2026

To be indicated in the Perpetual Index

Under the following subjects

WORK ARRANGEMENT
WELLNESS BREAK

OSD02 September 11, 2026

SEP 20 2026

No.	Name of Personnel	Functional Division	Position/Designation	September 14, 2026 (WFH/ON-SITE)	September 15, 2026 (WFH/ON-SITE)
1	MIA ARIANA P. TANCIONGCO, F	OSD	Director III	WFH	WFH
2	ATTY. BRYAN M. SANTOS	OSD	Director II	WFH	WFH
3	MARLON I. CARDINOZA	OSD	OIC - Director II	ON-SITE	WFH
4	MELBOURNE L. SALONGA	OSD	Information Technology Officer	WFH	ON-SITE
5	RENNOR C. CLAVEL	OSD	Information System Analyst II	ON-LEAVE	ON-LEAVE
6	HAROUN SETH M. KAWIT	OSD	Planning Officer II	WFH	ON-SITE
7	HANNAH GRACE I. PEDROCILL	OSD	Planning Officer I	ON-SITE	WFH
8	LUSBIMINDA C. CLORES	OSD	ADAS III	WFH	ON-SITE
9	MIKE JAYVEE C. BANTUGAN	OSD	ADAS II	WFH	ON-SITE
10	ALVIN P. HULIPAS	ADMIN	CAO	WFH	ON-SITE
11	OLIVER AREVALO	ADMIN	SAO	WFH	ONSITE
12	ROMINA D. VELASCO	ADMIN	AO-V	ON-SITE	WFH
13	AVEGAIL A. VICENTE	ADMIN	AO-V	ON-SITE	ON-SITE
14	NIEVA ADELINO	ADMIN	AO-V	WFH	ON-SITE
15	JOMAR DELA CRUZ	ADMIN	AO-IV	WFH	ONSITE
16	MARISOL CUNANAN	ADMIN	AO-III	WFH	ON-SITE
17	CHRISTIAN RODRIGUEZ	ADMIN	AO-I	ON-SITE	WFH
18	MARILYN RODRIGUEZ	ADMIN	AO-I	ON-SITE	WFH
19	PATRISSA SHANE ARELLANO	ADMIN	ADAS-II	ON-SITE	WFH
20	Bernadette M. dela Cruz	FINANCE	CAO	WFH	ON-SITE
21	Lyda V. Bantugan	FINANCE	SAO	ON-SITE	WFH
22	Mak Jeno R. Gaor	FINANCE	Accountant III	ON-SITE	WFH
23	Karen M. Macalinao	FINANCE	AO V - Budget	WFH	ON-SITE
24	Eleanor B. Feria	FINANCE	AO IV - Accounting	WFH	ON-SITE
25	Cesiah Faith H. Tutol	FINANCE	AO IV - Budget	ON-SITE	WFH
26	Mayeth M. Geraldez	FINANCE	AO II - Accounting	ON-SITE	WFH
27	Emmanuel C. Felicilda	FINANCE	AO II - Budget	WFH	ON-SITE
28	Jenevie J. Acar	STUDENT AFFAIRS	PDO II	Onsite	WFH
29	Margioleh Alonzo	STUDENT AFFAIRS	PDO III	WFH	WFH
30	Perlie Ann T. Samonte	STUDENT AFFAIRS	SAO	Onsite	WFH
31	France Joy Bonagua	STUDENT AFFAIRS	Dentist	Onsite	WFH
32	Jereline Olivera	STUDENT AFFAIRS	Dormitory Manager II	Onsite	WFH
33	Joyce Ann Sartiga	STUDENT AFFAIRS	Dormitory Manager I	Onsite	WFH
34	Alma R. Garcia	STUDENT AFFAIRS	CAO	WFH	Onsite
35	Christian C. Mangalindan	STUDENT AFFAIRS	ADAS II	WFH	Onsite
36	Louise Dawn de Guzman	STUDENT AFFAIRS	Nutritionist	WFH	Onsite
37	Imelda R. Villanueva	STUDENT AFFAIRS	AO IV	WFH	Onsite
38	Armida C. Gaviola	STUDENT AFFAIRS	Librarian	WFH	Onsite
39	Timy Labandillo	STUDENT AFFAIRS	Nurse	WFH	Onsite
40	RONALD P. BANTUGAN	ACADEMIC AFFAIRS	CEPS	Onsite	WFH
41	SAMUEL A. QUIROZ	ACADEMIC AFFAIRS	SEPS	WFH	Onsite
42	ROSIE L. BASILIO	ACADEMIC AFFAIRS	Senior EPS	Onsite	WFH
43	MA. GLENDA P. DELA FUENTE	ACADEMIC AFFAIRS	EPS II	WFH	Onsite
44	JOSHUA M. BAROMETRO	ACADEMIC AFFAIRS	AO II	Onsite	WFH



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

FROM :  **SONNY ANGARA**
Secretary

SUBJECT : **Work-from-Home Arrangement for School-Based Teaching-Related and Nonteaching Personnel During the Wellness Break in the End-of-Term Block**

DATE : September 10, 2026

In line with the Department's commitment to employee well-being and pursuant to DepEd Order (DO) No. 009, s. 2026, or the Guidelines on the Implementation of the Three-Term School Calendar in Basic Education, school-based teaching-related and nonteaching personnel **may be allowed to work from home (WFH) up to two days during the Wellness Break on September 14–15, 2026.**

The WFH arrangement shall be subject to the school's operational requirements and the approval of the school head. To ensure continuity of essential and urgent services, school heads shall maintain a skeleton workforce on-site and determine which personnel will report on-site and which may WFH.

School heads shall

1. prepare and approve a Work Arrangement Plan indicating the WFH and on-site schedules;
2. ensure that WFH personnel remain reachable during official working hours and deliver their assigned outputs and services; and
3. monitor and document attendance and performance in accordance with existing policies on flexible work arrangements, including DO 004, s. 2025 (Guidelines on the Adoption of the Flexible Work Arrangement in the Department of Education), as applicable.

This arrangement applies only to the Wellness Break within the End-of-Term Block and is separate and distinct from the Wellness Leave under DO 002, s. 2026 (Guidelines on the Grant of Wellness Leave for the Department of Education Personnel).

For guidance and strict compliance.

JMC: MPV, MWFH Arrangement for School-Based Related Teaching and Nonteaching Personnel During the Wellness Break
0352 September 13, 2026