



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
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24 October 2025

DIVISION MEMORANDUM

No. 555, s. 2025

**PREPARATION OF THE ADJUSTED SLAC PLAN RELATIVE TO
DECLARATION OF MIDYEAR BREAK AS WELLNESS BREAK AND GUIDELINES
FOR PROFESSIONAL DEVELOPMENT (PD) ACTIVITIES AND
VACATION SERVICE CREDITS FOR VOLUNTARY PARTICIPATION IN
PD ACTIVITIES DURING MIDYEAR BREAK**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisor/District In-Charge
Public Schools Elementary and Secondary School Heads
Section Heads
Non-Teaching Personnel
All Others Concerned
This Division

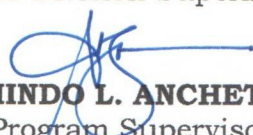
1. Pursuant to the Unnumbered Memorandum and Strand Memoranda with reference number, DM-OUHROD-2025-2949 dated October 22 and 23, 2025 respectively, relative to the Declaration of Midyear Break as Wellness Break and the Guidelines for the Conduct of Professional Development (PD) Activities and the Grant of Vacation Service Credits for Voluntary Participation in PD Activities During the Midyear Break, this Office hereby announces the initial guidelines on the preparation of the Adjusted SLAC Plan.
2. In line with the Department's thrust to promote the holistic well-being of all personnel, the Midyear Break shall primarily serve as a Wellness Break intended for rest, recuperation, and personal renewal. Schools are encouraged to refrain from conducting mandatory work-related activities during this period to allow teachers to recharge physically and mentally. This is in response to the Secretary's five-point reform agenda.
3. Schools shall conduct INSET and PD programs through SLAC which will be conducted within the remaining days of SY 2025–2026. An adjusted LAC Plan must be prepared starting November 2025 to March 2026 following the programmatic and sustainable Priority Development Program (PDP) components. CID and SGOD shall prepare separate guidelines and provide mechanism anent to this with the reminder that the conduct of activities must not interfere with classes.



4. School LAC Plans and PD packages and other documentary requirements shall be submitted to HRD for evaluation and SDS approval. To fully support the strategic direction of this Division, all schools must utilize the differentiated resource package whenever applicable.
5. However, for schools that have prepared and opt to continue their PD activities due to procured venues and meals which can no longer be rescheduled, may still proceed. **Teachers who participate voluntarily shall be granted 1.5 days' Vacation Service Credits (VSC) per eight (8) hours of rendered services, inclusive of the maximum limitation under DepEd Order No. 13, s. 2024. Compliance with all documentary requirements prescribed in this issuance is mandatory for its entitlement.**
6. **Further, mid-year performance assessment (IPCRF and OPCRf) shall be conducted on the agreed date not later than November 30, 2025.**
7. District Supervisors/In-charge and school heads are directed to ensure the proper dissemination and understanding of these guidelines among all personnel within their jurisdiction and to strictly adhere to the intent and provisions of the said issuances.
8. This Memorandum modifies inconsistent provisions of Division Memorandum No. 528, s. 2025 dated October 13, 2025.
9. For guidance and compliance.

VIRGILIO P. BATAN JR., CESO V
Schools Division Superintendent

For the Schools Division Superintendent:


ROSMINDO L. ANCHETA, JR.
Education Program Supervisor – SGOD
In-Charge of Office 9.

References: Unnumbered Memorandum dated October 22, 2025
Strand Memo DM-OUHROD-2025-2949
Division Memorandum No. 528, s. 2025
School Calendar SY2025-2026

To be indicated in the perpetual index under the subject:
INSET WELLNESS VACATION SERVICE CREDITS


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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

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

FROM : 
ATTY. TATIMA 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

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.



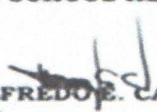
Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-2949

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL SCHOOL HEADS

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : VACATION SERVICE CREDITS FOR VOLUNTARY
PARTICIPATION IN PROFESSIONAL DEVELOPMENT
ACTIVITIES DURING THE MIDYEAR BREAK

DATE : October 23, 2025

In line with the declaration of the Midyear Break from October 27 to 30, 2025 as a Wellness Break for teachers, and in recognition of the commitment of teaching personnel to continuous professional growth and development, Vacation Service Credits (VSC) shall be granted to teachers who voluntarily participate in pre-procured and pre-planned professional development programs as well as other DepEd activities during the said period.

Teachers who attend these activities voluntarily shall be granted 1.5 days VSC per eight (8) hours of rendered services, inclusive of the maximum limitation under DepEd Order 13, s. 2024, provided that the activities are pre-approved activities conducted by the Central Office, Regional Office, or Schools Division Offices (SDO). These activities may include training or professional development, planning or policy workshops, output-based activities such as writeshops, and other such approved activities that teachers were requested to attend and which are aligned with the Department's strategic initiatives or professional development goals.

This aims to acknowledge the dedication of teachers who choose to engage in professional development during their break and ensures that their efforts are duly compensated. All concerned are enjoined to ensure proper documentation and



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submission of attendance and activity reports to facilitate the granting and processing of VSCs.

For your guidance and compliance.

Copy furnished

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