



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga



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Office of the Schools Division Superintendent

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**REMINDER ON TRAVEL ABROAD DURING THE INSTRUCTIONAL BLOCK AND
PROPER UTILIZATION OF TEACHERS WELLNESS LEAVE**

To ensure that the Teachers' Wellness Leave serves its intended purpose while maintaining the uninterrupted delivery of quality education, this advisory is issued to guide all concerned personnel on its proper availment.

Teachers are reminded that the Wellness Leave is primarily intended to support their physical, mental, and emotional well-being through rest, recuperation, and self-care. It is provided to help teachers maintain their overall wellness and enable them to continue delivering quality instruction and services to learners.

In this regard, teachers are strongly encouraged to schedule personal trips, vacations, and other non-essential travel during official school breaks, holidays, or other authorized non-working periods. Doing so helps minimize disruptions to classroom instruction and ensures the continuous and effective delivery of educational services.

Travel during class days, particularly for non-urgent personal reasons, is strongly discouraged. Where travel is deemed necessary, concerned personnel shall strictly comply with existing DepEd policies, Civil Service rules and regulations, and other applicable guidelines on leave applications, travel authority, and the required approvals.

School Heads are hereby directed to:

1. Remind teachers of the purpose and proper utilization of the Teachers' Wellness Leave during orientations, faculty meetings, and other appropriate platforms;
2. Discourage non-essential local or foreign travel during class days, especially when such travel may affect the delivery of instruction and school operations;
3. Ensure that the scheduling of Wellness Leave does not result in unnecessary disruptions to classes and educational activities, and clarify that Wellness Leave is distinct from official school breaks and wellness breaks provided under existing DepEd issuances; and
4. Monitor leave applications and availments to ensure compliance with applicable policies and to maintain the efficient operation of schools.



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DepEd Tayo Tabuk City



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All concerned personnel are enjoined to observe and comply with this advisory to promote fairness, accountability, and the uninterrupted delivery of quality education services.

For information, guidance, and widest dissemination.


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