



EXECUTIVE ORDER NO. 31

Series of 2026

AN ORDER INSTITUTIONALIZING THE GRANT OF WELLNESS LEAVE TO JOB ORDER AND CONTRACT OF SERVICE PERSONNEL OF THE LOCAL GOVERNMENT UNIT OF DUMINGAG AND PROVIDING GUIDELINES THEREFOR

WHEREAS, the Local Government Unit (LGU) of Dumingag recognizes that the mental, emotional, and physical well-being of its workforce significantly contributes to productivity, job satisfaction, and the effective delivery of public service;

WHEREAS, the Civil Service Commission (CSC), through Memorandum Circular No. 01, Series of 2026 dated January 12, 2026, institutionalized the Wellness Leave Policy for government personnel, granting up to a maximum of five (5) days of Wellness Leave per calendar year to promote the holistic health of government workers, including provisions on availment, purposes, application, approval, and confidentiality of health-related information;

WHEREAS, under the cited Memorandum Circular, the entitlement of Contract of Service (COS) and Job Order (JO) personnel to Wellness Leave shall be subject to the provisions of their individual contracts and relevant issuances governing their engagement, and government agencies and instrumentalities are authorized to grant such leave at their discretion;

WHEREAS, in order to promote a safe, healthy, resilient, and high-performing workforce within the LGU of Dumingag, there is a need to adopt local guidelines for the implementation of Wellness Leave for JO and COS personnel;

NOW, THEREFORE, I, **GERRY T. PAGLINAWAN**, Municipal Mayor of the Local Government Unit of Dumingag, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. TITLE

This Executive Order shall be known as the ***“Wellness Leave Policy for Job Order and Contract of Service Personnel of the Local Government Unit of Dumingag.”***

SECTION 2. COVERAGE

This Order shall apply to all Job Order and Contract of Service personnel engaged by the LGU of Dumingag, subject to the provisions of their respective contracts of engagement.

SECTION 3. DEFINITION OF WELLNESS LEAVE

Wellness Leave refers to an authorized absence from work granted for purposes of mental health care, participation in physical wellness activities, or for rest and recuperation to support the overall well-being of personnel, consistent with CSC Memorandum Circular No. 01, s. 2026.

SECTION 4. GRANT OF WELLNESS LEAVE

a. JO and COS personnel may be granted up to five (5) days of Wellness Leave per calendar year, subject to the provisions of this Order and the applicable terms of their contracts;

b. Wellness Leave shall be non-cumulative, non-commutable, and shall be forfeited if not used within the calendar year;

c. The leave may be availed of either consecutively for a maximum of three (3) days or on separate, non-consecutive days within the calendar year;

d. Wellness Leave shall be separate and distinct from other leave privileges, if any;

e. The grant of Wellness Leave shall be subject to the exigencies of the service and shall not unduly disrupt essential public service delivery.

SECTION 5. APPLICATION AND APPROVAL

- a. A written application for Wellness Leave shall be submitted to the immediate supervisor and recommended to the Head of Office for approval;
- b. Applications shall, whenever practicable, be filed at least five (5) days prior to the intended date of availment. In cases of emergency or urgent circumstances, the application may be filed immediately upon return to work;
- c. The Human Resource Management Office (HRMO) shall maintain records of Wellness Leave granted for monitoring and reporting purposes.

SECTION 6. CONFIDENTIALITY

All personal health information submitted in support of a Wellness Leave application, particularly those related to mental health, shall be treated with strict confidentiality, in accordance with the Data Privacy Act of 2012 and applicable CSC policies.

SECTION 7. RECORDING AND MONITORING

- a. The HRMO shall maintain a separate record or log of Wellness Leave availed of by JO and COS personnel;
- b. The HRMO shall periodically monitor utilization to ensure compliance with this Order and CSC Memorandum Circular No. 01, s. 2026.

SECTION 8. SEPARABILITY CLAUSE

If any provision of this Executive Order is declared unconstitutional or invalid, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 9. EFFECTIVITY

This Executive Order shall take effect immediately upon approval.

Done this **30th** day of **January, 2026** in Dumingag, Zamboanga del Sur.


HON. GERRY T. PAGLINAWAN
Municipal Mayor