



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**

17 November 2022

DIVISION MEMORANDUM
No. 521, s. 2022

**SEMINAR-WORKSHOP ON EFFECTIVE WORKPLACE
CUM MONTHLY CONVOCATION**

To: **All Section Heads**
All Public Elementary School Heads
All Public Secondary School Heads
All ALS Implementers
All Others Concerned
This Division

1. In line with the Department of Education's aim to provide personnel with Learning and Development (L&D) opportunities based on the L&D needs, this Office announces the conduct of the Seminar-Workshop on Effective Workplace titled "*Flourishing Connections and Flexible Routines in the New Normal: Ways of Supporting Wellbeing in the Workplace*" on November 18, 2022 (9:30am-onwards) at Jenvie's Beachfront Resort and Restaurant, Sinaloc, El Salvador City.
2. The activity aims to:
 - a. capacitate oneself to flourish by regaining well-being and developing flexible routines in this new normal;
 - b. enhance and maintain emotional and social connection by providing an authentic supportive and nurturing space for individuals and community.
3. Participants of the aforesaid activity are as follows:
 - a. School Heads
 - b. Schools Division Office Personnel
 - c. ALS Implementers



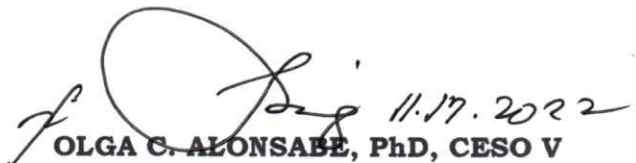


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4. Further, identified Technical Working Committee shall lead in the preparation of the venue and other needed resource materials:

Name	Designation	Task
Ninian A. Alcasid, PhD Rolly B. Labis, EdD	Chief ES, CID Chief ES, SGOD	Steer/ Program
Karen Rose A. Serrania Marilou Y. Descallar, RGC Faith Quinal-Colarte, RGC	SEPS-HRD GC-II GC-II	Workshop
Roque R. Sabasaje	EPSvr	Sound System
Anna Mae Atillo	AO-IV	Tarpaulin
Maricris P. Quismundo	SEPS-M&E	QAME
Bob T. Paquinol and All ALS Implementers	HT-I	Decoration and Set-up
Nishi Abratiguin Melchie B. Monforte	ADA VI T-I	Certificates, Attendance
Esmael V. Malaco Jr. Jerome Glenn M. Suguilon	PDO I ADA VI	Logistics
All Medical Team		Medical Responder; Food

5. Moreover, this L&D activity adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For dissemination, guidance and strict compliance.


OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent
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To be indicated in the Perpetual Index
under the following subjects:

SGOD/KRAS/hrd L&D
Seminar-Workshop

