



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

**Office of the Schools  
Division Superintendent**

9 August 2023

DIVISION MEMORANDUM  
No. 337, s. 2023

**GENDER AND DEVELOPMENT ACTIVITY FOR SDO PERSONNEL ON  
SPIRITUALITY, HEALTH AND WELLNESS**

To: **All Section Heads  
All SDO Personnel  
All Others Concerned  
This Division**

1. The Department of Education is committed to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination and human rights, in the provision and governance of basic education. The Office fully supports Gender and Development Activities for its employees to ensure an effective and healthy workplace; thereby targeting a sustainable office productivity scheme.
2. DepEd El Salvador informs all Schools Division Office employees of the conduct of the Gender and Development Activity on Spirituality, Health and Wellness on August 17-18, 2023 at Sophiered Hotel and Onshore Restaurant, Jasaan, Misamis Oriental.
3. The activity aims to cover the following sessions:
  - a. Brain Health Coaching,
  - b. Spirituality and Servanthood in the Workplace,
  - c. Work-Life Balance,
  - d. Gender Responsive Activities.






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

---

4. Please see Attachment 1 for the program matrix, Attachment 2 for the list of pre-registered attendees and Attachment 3 for the members of the Technical Working Committees.
5. Further, this Memorandum shall also serve as the **Official Authority to Travel** of the identified participants.
6. Food, accommodation and other expenses relative to this activity is charged against the HRTD-GAA and OPDNTF Downloaded Fund, subject to the usual accounting and auditing rules and regulation.
7. This 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.
8. For dissemination, guidance and strict compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

SGOD/KRAS/hrd                      GAD  
NON-TEACHING





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

**ATTACHMENT I: PROGRAM MATRIX**

**Gender and Development Activity for SDO Personnel  
 on Health, Wellness and Spirituality**  
*Sophiered Hotel & Onshore Restaurant*  
*August 17-18*

*“Excellent Service Calls for Wellness”*

**August 17**

Time	Activity/Session	Speaker/Facilitator
7:30-8:30	Arrival and Health Protocols	Medical Team
8:30-9:00	Registration	Technical Working Group
9:00-9:30	Opening Program	Technical Working Group
	National Anthem	Official AVP of DepEd El Salvador
	Prayer	<b>JEFFREY M. MARTINEZ, JD</b> (AO-V)
	Welcome Message	<b>CONNIEBEL C. NISTAL, PhD</b> Asst. Schools Division Superintendent Chair, GAD Focal Point System
	Statement of Purpose	<b>ROLLY B. LABIS, EdD</b> (Chief SGOD)
	Message	<b>RANDOLPH B. TORTOLA</b> Schools Division Superintendent
9:30-10:00	Start-Up Activity	HRDs
	Introduction of Speaker	<b>KAREN ROSE A. SERRANIA</b> SEPS-HRD
10:01-11:45	Brain Health Coaching	<b>RICKY JOHN “RJ” L. GOYENECHÉ</b> Life Coach/ Brain Health Coach
11:45-1:00	Lunch Break and Hotel Check-in	





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

1:15-3:00	Spirituality and Servanthood in Today's DepEd Organizational Workplace	<b>MARILOU Y. DESCALLAR, MAED, RGC</b> Guidance Counsellor II District II
3:05-5:00	Finding Balance in a Hectic World	<b>FAITH Q. COLARTE, MA, RGC</b> Guidance Counsellor II District I
5:00-onwards	Dinner, Fellowship and Socials	Technical Working Group

**August 18**

<b>Time</b>	<b>Activity/Session</b>	<b>Speaker/Facilitator</b>
7:00-8:00	Breakfast	
8:00-11:30	Gender and Development Activities	GAD Focal Point System
11:30-12:00	Room Check-out (Hotel Accommodation)	Participants
12:00-1:00	Lunch	
1:30-onwards	Travel Time	

- \*1<sup>st</sup> meal is morning snacks of August 17
- \*last meal for the GAD is lunch of August 18

Facilitators:

BOB T. PAQUINOL, HT-I

NICK RATUNIL, AO-II







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

---

**Attachment 2: List of Attendees**

<b>Complete Name</b>	<b>Position/Designation</b>	<b>Office/Section/ Station</b>
Randolph B. Tortola	SDS	OSDS
Conniebel C. Nistal	ASDS	OSDS
Ninian A. Alcasid	Chief Education Supervisor	CID
John Franklin Dresser	EPS	CID
Nishi M. Abratiguin	Administrative Aide VI	CID
Mariel B. Ubaub	EPS	CID
GENEVIEVE E. LUSTERIO	Education Program Supervisor	CID
Glenn John O. Isiderio	Project Development Officer II	CID
GRACE P. PACULBA	EPS/LRMS	CID
Roque R. Sabasaje	EPS	CID
Anabelle M. Mamaclay	EPSvr	CID
Marie Gold C. Alonsabe	J.O - ALS	CID-ALS
Rex P. Marante	Als Teacher	CID-ALS
Lina C. Bejiga	EPS	CID
Johnell Francis S. Vacalares	EPSA-II	CID-ALS
IRIKA MAE R. CAPILI	ALS Teacher 1	CID-ALS
Kenneth Jane Q. Ingente	ALS Teacher	CID-ALS
EMELIA L. ALQUISALAS	TEACHER I	CID-ALS
Romel C. Abang	Teacher III	CID-ALS
ARJELYN B. MANGAYAN	JOB ORDER- Administrative Aide	CID-ALS
MARIE JADE A. CACAYAN	EPS	CID
Bernie A. Bongolto	ALS TEACHER	CID-ALS
DELGER M. OCO	CLERK	Job Order
Joy B. Buna	Offic Clerk	Job Order
Mirle B. Elias	Utility	Job Order
Renabelle B. Siaboc	Office clerk - job order	Job Order
Francis Jason G. Amos	Utility	Job Order
Eleonor R. Isiderio	Administrative Officer IV	OSDS-Admin
Rheamie C. Magriña	ADA-6	OSDS-Admin
JEROME GLENN MACAHILOS SUGUILON	ADMINISTRATIVE AIDE VI	OSDS-Admin
Rizan L. Sardane	AO IV-Cashier	OSDS-Admin





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

---

JEFFREY M. MARTINEZ	Administrative officer V	OSDS-Admin
ANDRIE CRIS L. SAGUING	ADMINISTRATIVE ASSISTANT III	OSDS-Admin
Rodrigo N Valmoria	Administrative Officer II	OSDS-Admin
ADRIAN GABRIEL D. LABADAN	ADAS III	OSDS-Admin
Marilou B. Paglinawan	ADAS III	OSDS-Finance
Therese Charmaine Y. Estaño	ADAS I	OSDS-Finance
Merafe O. Clarabal	ADAS II	OSDS-Finance
Mary Rose P. Cortez	Administrative Assistant III	OSDS-Finance
Cherry Lou D. Asequia	ADAS III	OSDS-Finance
LEAH MAE C. AKUT	ADAS-III	OSDS-Finance
Stephanie P. Saligumba	Budget Officer III	OSDS-Finance
Lovely Joy Catane	ADAS II	OSDS-Finance
EDJIE P. DAGOPIOSO	ADAS II	OSDS-Finance
Fritzie Lynne B. Gequinto	ADAS II	OSDS-Finance
ARIEL S. PADIGOS	ADAS III	OSDS-Finance
Alsamel Jane P. De Leon	ADAS III	OSDS-Finance
Dianne L. Suguilon	Administrative Assistant III	OSDS-Finance
Quennie L. Arriesgado	ADAS II	OSDS-Finance
MARJORIE T. RAS	ADAS- III	OSDS-Finance
SHEILA MAE B. ACERO	ADMINISTRATIVE ASSISTANT III	OSDS-Finance
Maricel B. Jangao	Accountant III	OSDS-Finance
RUBY FLOR M. SINCO	Admin. Asst. III	OSDS-Finance
Carlos D. Acero Jr.	Administrative Assistant II	OSDS-Finance
Shena Marie M. Baculio	ADA VI	OSDS-Main
Sherrie R. Dungog	ITO - I	OSDS-Main
RICCA STEPHANIE EDRALIN OCO	ADAS III	OSDS-Personnel Unit
Kenneth Angel B. Guillena	AO II	OSDS-Personnel Unit
FELANIE MARIE A. LIM	Admin Officer II	OSDS-Personnel Unit
RANDY RHYS U. CAPISTRANO	ADAS III	OSDS-Personnel Unit
Remy Jane M Markinez	Administrative Assistant III	OSDS-Personnel Unit
RUTH A. CALUBAG	ADAS III	OSDS-Personnel Unit
Honey Luz A. Sabuero	Administrative Officer II	OSDS-Supply
Dexter A. Carangcarang	ADA VI	OSDS-Supply
Alan T. Saculingan	AO-IV	OSDS-Supply
Nick C. Ratunil	Administrative Officer-II	OSDS-Supply
Rolly B. Labis	Chief Education Supervisor	SGOD

---





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

---

Karen Rose A. Serrania	SEPS-HRD	SGOD
Marilou Y. Descallar	Guidance Counselor II	SGOD
Esmael V. Malaco, Jr.	PDO I	SGOD
JENICE MAE N. LOLO	ADAS III	SGOD
Tonnie Mae M. Gonzales	Engineer III	SGOD
Faith Q. Colarte	Guidance Counselor II	SGOD
Analyn G. Fabria	EPSVR	SGOD
Nurus Sinna Sarah R. Alonto	Dentist II	SGOD
Jurica Ethel L. Estrada	PDO II	SGOD
Merogim P Mugot	OIC-EPS II/Master Teacher I	SGOD
James Worren P. Clarabal	Admin Aide	SGOD
QUISMUNDO, MARICRIS P.	SEPS	SGOD
Kevin B. Asequia	planning officer III	SGOD
Franz Maybelle Gaid	Nurse II	SGOD-Medical
Cecille Z. Khobuntin	Nurse II	SGOD-Medical
Vanessa Prores L Tiad	Nurse II	SGOD-Medical
Gladys grace H. Cabeltes	Medical Officer III	SGOD-Medical
Roger Pagayon	School Head	Taytay ES
Ian Khay H. Castro	School Head	Molugan CS
Bob T. Paquinol	School Head	Hinigdaan ES
Richard Sabellano	School Head	El Salvador City NHS
Joey Oco	School Head	Sambulawan ES







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

**Attachment 3: Technical Working Group**

<b>Committees/ Assigned Task</b>	<b>Assigned Personnel</b>
Steering Committee	Randolph B. Tortola, PhD (SDS) Conniebel C. Nistal, PhD (ASDS) Rolly B. Labis, EdD (SGOD Chief) Ninian A. Alcasid, PhD (CID Chief) Jeffrey M. Martinez, JD (AO-V)
Program	Karen Rose A. Serrania, SEPS Marilou Y. Descallar, GC-II Faith Q. Collarte, GC-II Merogim P. Mugot, MT-II Bob T. Paquinol, HT-I
Attendance and Registration	Felanie Marie A. Lim, HRMO-II Personnel Unit
Tarpaulin, Media and Technical Preparations	Sherrie R. Dungog, ITO-I Glenn John Isiderio, PDO-II Esmael V. Malaco, PDO-I James Worren P. Clarabal, JO
Sound System	Roque R. Sabasaje, EPSvr Ian Khay H. Castro Joey A. Oco, SIC
Games and Team-Building Activities	Dr. Gladys Grace H. Cabeltes, MO-III Jurica Ethel L. Estrada, PDO-II Vanessa Prores L. Tiad, Nurse II Cecille Z. Khobuntin, Nurse II Dr. Nurus Alonto, Dentist II Renabelle B. Siaboc, JO
Transportation (for LGU Bus)	Analyn G. Fabria, EPSvr Franz Maybelle M. Gaid, Nurse II Roger E. Pagayon, HT-IV Kevin B. Asequia, PO-III Nishi M. Abratiguin, ADA VI Francis Jason G. Amos, JO







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

Socials	August Birthday Celebrators Alan T. Saculingan, AO-IV Richard A. Sabellano, SIC NICK RATUNIL, AO-II
Finance (Professional Fee Processing, payment, etc)	Maricel B. Jangao, CPA Stephanie P. Saligumba, CPA Rizan L. Sardane, AO-IV Rodrigo N. Valmoria Jr., AO-II
QAME	Maricris P. Quismundo, SEPS Jenice Mae L. Malaco, ADAS III
Medical Responder	Medical Team

