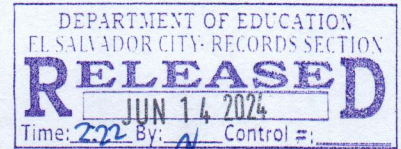




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



**Office of the
Schools Division Superintendent**

13 June 2024

DIVISION MEMORANDUM
No. 228, s. 2024

**WORKPLACE BULLYING, BASIC HUMAN RIGHTS, PERSONAL & FINANCIAL
MANAGEMENT GEARED TOWARD HUMAN DIGNITY AND THE WELL-BEING OF
EMPLOYEES**

To: **Assistant Schools Division Superintendent
Public Elementary and Secondary School Heads
Division-Based GAD Focal Point System Committee
Division-Based Personnel
All Others Concerned
This Division**

1. Under the **Division Memorandum 060, s. 2020** which adheres to its commitment to integrate the principles of gender equity, gender sensitivity, non-discrimination, and human rights in the provision and governance of basic education, the Office through the **GAD Focal Point System Committee** shall conduct Gender and Development Program activities that are issue-based resulting from gender analysis and research with the theme **“Workplace Bullying, Basic Human Rights and Personal Management geared towards Human Dignity and Well-being of Employees in DepEd El Salvador City”** which will be held at Don Arc White Beach Resort, Initao, Misamis Oriental on June 20-21, 2024.
2. The activities ensure that different concerns and issues of both women and men are equally addressed. Specific objectives of the said program aim to;
 - a. Enhance personnel’s understanding of the basic human rights and the nature and psychology of workplace bullying;
 - b. Enhance personal management focusing on financial literacy, wellness, and sustained well-being amidst challenges, that can better support and guide both men and women in the workplace;
 - c. Updated on the Divorce bill which may affect the relationship of both men and women in the family and the well-being of their children.
3. The participants of this activity are the Division personnel, School Heads, and the GAD Focal Point System Committee.
4. The participants' travel expenses and other incidental expenses shall be charged against Division Gender and Development Funds/Local



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Funds/School MOEE subject to the usual accounting and auditing rules and procedures.

5. Furthermore, this memorandum also serves as the **Official Authority To Travel** of the identified participants.
6. This office shall adhere to the Equal Opportunity Principle (EEOP), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth with no discrimination on account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. This is for information, guidance, and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
SGOD/GAD GAD Focal Point System
CY 2024





Republic of the Philippines
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SCHOOLS DIVISION OF EL SALVADOR CITY

Gender and Development (GAD) Program Seminar-Workshop on *Workplace Bullying, Basic Human Rights, Personal & Financial Management geared towards Human Dignity and Well-being of Employees in DepEd El Salvador City*

Training Matrix

June 20-21, 2024

Don Arc White Beach Resort Initao, Misamis Oriental

TIME	ACTIVITY	PERSON-IN-CHARGE
Day 1		
8:00-8:45 am	Travel Time (Van)	John Perkins Sillabe Jerome Glenn Suguilon,
8:45-9:00	Registration	GAD Focal Secretariat Karen Rose A. Serrania Felanie Marie A. Lim Vanessa Prores I. Tiad
9:00-9:30	Preliminaries -Invocation - National Anthem -Welcome Remarks/Statement of Purpose -Message	Marivic S. Torres Dr. Rolly B. Labis, EdD
9:30-9:45	Soft Launching of Savior Pen Journal	KAREN ROSE A. SERRANIA SEPS HRD
9:45-10:30	Wellness and Team Building Activity	KEVIN B. ASEQUIA Resource Facilitator Planning Officer/Member of the GAD Technical Working Group
10:30-11:45	GAD Seminar Workshop Topic: <i>"Addressing Workplace Bullying and Protecting Human Rights in the Modern Workplace"</i>	Marilou Y. Descallar, RGC Resource Speaker/GAD Division Focal
12:00-1:00 pm	Lunch Break	
1:00-2:30	<i>Financial Literacy</i>	Mr. Rolan P. Cale, AFP Financial Literacy Advocate SMD, IMG-Cagayan de Oro City



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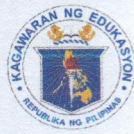
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3:00-5:00	<i>Relevant Updates on the Divorce Bill</i>	ATTY. CHRISTOPHER F. PASCO, Atty.III Technical Officer of Legal and Data Privacy
5:00-5:30 pm	Acknowledgment/Awarding	CONNIEBEL C. NISTAL, PhD Assistant Schools Division Superintendent To be Assisted by: GAD FOCAL POINT SYSTEM
5:30-5:45	Q&A	CHERIEMY G. DACULAN
Day 2		
6:30-7:30	Breakfast	c/o SGOD Committee
7:30-9:00	Team-Building Activities	GAD Focal Point System Committee
9:00-12:00	Spiritual Wellness	c/o Divine Mercy Foundation
12:00-1:00	Lunch	c/o SGOD Committee
1:00-2:00	Closing Activities	c/o GAD Focal Point System
2:00-3:00	Travel Time	

GAD Working Committees

Committees	Personnel Involved	Tasks
Over-All Head	Chairman: Randolph B. Tortola, PhD Conniebel C. Nistal, PhD Members: Marilou Y. Descallar Karen Rose A. Serrania Rolly B. Labis, EdD Kevin B. Asequia Maricris P. Quismondo	Prepare the ff. documents relative to the conduct of the activity a. Training Design b. Activity Design c. Memorandum d. Prepares Reports of the Activity
Program and Invitation	Chairman: Marilou Y. Descallar Members: Karen Rose A. Serrania Rolly B. Labis, EdD Analyn G. Fabria, PhD Franz Maybelle Gaid	a. Prepares and distributes the program b. Invites Resource Persons and delivers letters of invitation to the concerned persons c. Follow-up Curriculum vitae d. Prepares Token for the Resource Speakers
Venue and Registration	Chairman: Maricel B. Jangao Members: Marilou Y. Descallar Alan Saculingan	1. Finds and suggest a conducive venue for the program 2. Follow up and coordinate with the hotel manager





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		<ol style="list-style-type: none"> 3. Assign rooming assignments to the participants
Stage Decoration and Physical Arrangement	c/o Personnel Section	<ol style="list-style-type: none"> a. Responsible for stage aesthetics and physical arrangement b. Ensures venue is conducive and clean
Budget and Accounting	Chairman: Stephanie B. Saligumba Member: Maricel B. Jangao Budget and Accounting Personnel	<ol style="list-style-type: none"> a. Ensures appropriate budgeting, auditing, and accounting subject to the usual accounting and auditing rules and procedures of the Division Office
Procurement and Canvass	Chairman: Andrei Cris L. Saguing Members: Esmael V. Malaco Marilou Descallar	<ol style="list-style-type: none"> 1. Procuring the goods and services they need promptly while also maintaining the department's financial health. 2. Seek and purchase products and services at the best possible price and value.
Tarp	Chairman: Sherrie R. Dungog Members: Emelie Yuboco Marilou Descallar	<ol style="list-style-type: none"> 1. Responsible for lay-outing of the tarp 2. Coordinate with the procurement Charge regarding the release of the tarp; 3. Get the tarp from the store before the activity
Attendance & Certificates/Document Photos	Chairman: Marilou Y. Descallar Members: Karen Rose A. Serrania Franz Maybelle Gaid	<ol style="list-style-type: none"> 1. Prepares attendance & Certificates of Appearance and distribution 2. Facilitates signing and submission of attendance 3. Facilitates documentation of menu and food
QAME	Cheriemy G. Daculan	<ol style="list-style-type: none"> 1. Responsible of making the QAME link 2. Facilitate evaluation and reporting of the assessment





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Program Hosting	Bob P. Paquinol Richard Sabellano	<ol style="list-style-type: none">1. Facilitates hosting and facilitation of the entire program2. Facilitates activities during the socials
Sound System/Technical assistance	Chair: Glenn John Isiderio Member: James Clarabal	<ol style="list-style-type: none">1. Ensures good sound system2. Facilitates technical assistance to resource speakers
Games	c/o ALS Section/Hosts/ GAD Focal Point System	<ol style="list-style-type: none">1. Facilitates game activities
Prizes	Chair: Rizan Sardane Members: Rheamie Magriña Jon Louis Dacoco	<ol style="list-style-type: none">1. Prepares prizes for the winners during games



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