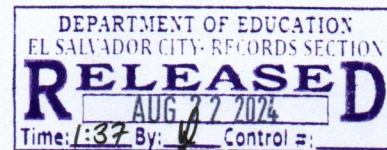




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

22 August 2024

DIVISION MEMORANDUM
NO. 328, S. 2024

**EMPLOYEE WELFARE PROGRAM ACTIVITY
FOR AUGUST 2024**

To: **Chief Education Supervisors, CID/SGOD**
Division Unit/Section Heads
Division Personnel
All Others Concerned
This Division

1. Regarding the *Employee Welfare Program* inspired by the six major dimensions of wellness (occupational, physical, social, intellectual, spiritual, and emotional) developed by the National Wellness Institute and in compliance with the Law on **1987 Constitution's Article II, Section 15**, which state that **The State shall protect and promote the right to health of the people and instill health consciousness among them**, the *Human Resource Development Section* in collaboration with the *Human Resources Management Office* will facilitate a monthly activity for the Division the Personnel throughout the Calendar Year beginning August 2024.
2. All Division Personnel are enjoined to participate in the said monthly activity which will start on **August 29, 2024**, from **3:30-5:00 pm @ the Courtyard of the Division of El Salvador City**. The activity is entitled **"Let's Greet and Meet through a Ballroom Dance Tutorial Lessons"** which aims to afford meaningful beyond-the-workplace wellness opportunities for our Division Personnel to refine their dancing and bodily-kinesthetic skills in preparation for any upcoming event.
3. That a collaborative committee will be organized to ensure smooth and systematic implementation of the activity (pls. see attachment);
4. Further, this Office shall adhere to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on guidelines set with






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

no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

5. Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl:

As stated

Reference:

1987 Constitution's Article II, Section, 15
To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES GENERAL WELFARE
GENDER AND DEVELOPMENT (GAD) DIVISION

SGOD/HRD/myd





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REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

EMPLOYEE WELFARE PROGRAM WORKING COMMITTEES

August, 2024

Committees	Personnel Involved	Tasks
Over-All Head	Chairman: Randolph B. Tortola, PhD Conniebel C. Nistal, PhD Members: Rolly B. Labis, EdD Analyn G. Fabria, PhD Karen Rose A. Serrania Felanie Marie A. Lim Marilou Y. Descallar	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, Activity Flow and Invitation	Over-all Chairman: Felanie Marie A. Lim Members: Remy Jane M. Markinez Marilou Y. Descallar, RGC	a. Prepares and distributes /posts the program b. Invites Resource Persons and delivers letters of invitation to the concerned persons
Venue and Registration	Chairman: Gerlissa Kristi Ras Amoguis Members: Felanie Marie A. Lim Jurica Ethel L. Estrada	1. Prepare a conducive venue for the program 2. Prepares an attendance Sheet and facilitates filling out of attendance
Physical Arrangement	Chair: Randy Rhys U. Capistrano Members: J.O. Personnel	a. Responsible for venue aesthetics and physical arrangement b. Ensures venue is conducive and clean





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

Collection, Budget, and Accounting	<p style="text-align: center;">Chairman: Kenneth Angel B. Guillena</p> <p style="text-align: center;">Member: Leah Mae C. Akut Therese Charmaine Y. Estaño</p>	<ol style="list-style-type: none"> a. Collects and records voluntary pledges b. Ensures appropriate budgeting, auditing, and accounting and reporting
Refreshments	<p style="text-align: center;">Chair: Ricca Stephanie E. Oco</p> <p style="text-align: center;">Members: Cecile Z. Khobuntin Vanessa Prores L. Tiad</p>	<ol style="list-style-type: none"> a. Responsible for preparing refreshments during the activity
Certificates/Document Photos	<p style="text-align: center;">Chairman: Marilou Y. Descallar</p> <p style="text-align: center;">Member: Maricris P. Quismundo</p>	<ol style="list-style-type: none"> 1. Prepares Certificates of Appearance and distribution 2. Facilitates signing and submission of attendance 3. Facilitates documentation of menu and food
QAME	<p style="text-align: center;">c/o M & E Section Cheriemy G. Daculan</p>	<ol style="list-style-type: none"> 1. Responsible for making the QAME link 2. Facilitate evaluation and reporting of the assessment
Program Hosting	<p style="text-align: center;">c/o Personnel Section</p>	<ol style="list-style-type: none"> 1. Facilitates hosting and facilitation of the entire program 2. Facilitates activities with the resource persons
Sound System/Technical assistance	<p style="text-align: center;">Chair: Glenn John Isiderio</p> <p style="text-align: center;">Member: James Clarabal</p>	<ol style="list-style-type: none"> 1. Ensures good sound system 2. Facilitates technical assistance to resource speakers
Token	<p style="text-align: center;">Chair: Rizan Sardane</p> <p style="text-align: center;">Members: Apple Arangoso Jon Louis Dacoco</p>	<ol style="list-style-type: none"> 1. Prepares tokens for the guest/resource persons

