

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

Office of the Schools Division Superintendent

24 October 2024


DIVISION MEMORANDUM

No. 425 s. 2024

**CONDUCT OF ORIENTATION ON STRESS ALLEVIATION IN THE WORKPLACE
FOR NON-TEACHING SDO PERSONNEL (EMPLOYEE WELFARE PROGRAM)**

To: **Assistant Schools Division Superintendent**
Chief, Schools Governance and Operations Division
Chief, Curriculum Implementation Division
Alternative Learning System
This Division

1. This office, through the Schools Governance Operations Division (SGOD) under School Health and Nutrition Unit (SHNU) informs the **Conduct of Orientation on Stress Alleviation in the Workplace for Non-Teaching SDO Personnel (Employee Welfare Program)** on October 25, 2024, 8:00AM-5:00PM at Division Lobby, El Salvador City.
2. The goal of the activity is to:
 - a. Improve quality of life by increasing healthy, effective coping, thereby, reducing unhealthy consequences of distress;
 - b. Help employees better deal with stress and difficulty;
 - c. Improve mental and physical well-being of the employees; and
 - d. Integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination, and human rights, in the provision and governance of basic education.
3. This office shall adhere to Equal Opportunity Principle (EOP) in the conduct of this activity. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account of age, ethnicity, gender, marital status, religion and political affiliation.
4. For information and guidance.


RANDOLPH B. TORTOLA
Schools Division Superintendent