



Republic of the Philippines
Department of Education
 Region III
 Schools Division of Angeles City



**Office of the Schools Division
 Superintendent**

October 21, 2021

DIVISION MEMORANDUM

No. 331, s. 2021

EMPLOYEES WELFARE WEBINAR FOR SCHOOL-BASED AND DIVISION NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
 OIC Chief, Curriculum Implementation Division
 Chief, School Governance and Operations Division
 OSDS Unit Heads
 Heads of Public Elementary and Secondary Schools

1. The Schools Division of Angeles City is promoting employees welfare anchored in the provision of continuous support to sustain employee efficiency. In connection to this, the SDO through the Human Resources Development Unit will conduct Employees Welfare Webinar for School-Based and Division Non-Teaching Personnel via MS Teams platform. Below is the timeline of activities:

Date	Topics	Resource Speaker
October 27, 2021 9:00 AM -12:00 NN	➤ Psychological First Aid (PFA): Self Care	JENNYFER C. DUNGCA Focal Person of School Mental Health
1:00 PM - 4:00 PM	➤ Mindfulness in the Workplace	CLARISA A. LAGMAN PDO I-YFP/ PFA Provider
Nov. 3, 2021 9:00 AM -12:00 NN 1:00 PM - 4:00 PM	Employee Motivation	MA. IRELYN P. TAMAYO PHD, CESE OIC-Schools Division Superintendent
Nov. 10, 2021 9:00 AM -12:00 NN 1:00 PM - 4:00 PM	➤ Utilization of the DepEd Manual of Style ➤ Utilization of DepEd Visual Service Marks and Identity	ANNA MARIE CARMEN M. ROMERO EPS II/ Division Information Officer AVENEIR V. MENDOZA Information Technology Officer
Nov. 17, 2021 9:00 AM - 12:00 NN 1:00 PM - 4:00 PM	Personal Finance Management ➤ Financial Planning ➤ Saving and Budgeting	RAMIL D. DACANAY Education Program Supervisor/ Financial Literacy Trainor



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101



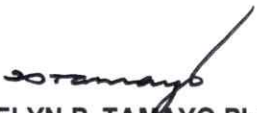


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Nov. 24, 2021 9:00 AM - 12:00 NN 1:00 PM - 4:00 PM	Personal Finance Management ➤ Debt Management ➤ Investment	MARA. TARA D. CLEMENTE PSDS/ Financial Literacy Trainor
Dec. 1, 2021 9:00 AM - 12:00 NN 1:00 PM - 4:00 PM	Personal Finance Management ➤ Fraud and Scam ➤ Financial Consumer Protection	RICHARD U. AYSON Principal /Financial Literacy Trainor

2. The objectives of the webinars are as follows:
 - a. provide the participants an understanding of enhancing their well-being and address mental health at work;
 - b. help sustain the motivation and commitment among the personnel;
 - c. enhance skills in written communication;
 - d. assist the participants in appreciating the utilization of DepEd Manual of Style;
 - e. provide deeper understanding of concepts on financial management that leads to an overall sense of financial well-being;
 - f. equip the participants with the knowledge of personal financial management.
3. Participants are the School-Based and Division Non-Teaching Personnel.
4. All expenses related to the conduct of this activity shall be charged to Division MOOE GAD Funds subject to usual accounting rules and procedures and auditing rules and regulations.
5. Wide and immediate dissemination of the contents of this Memorandum is earnestly desired.


MA. IRELYN P. TAMAYO PhD, CESE
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent *th*



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