



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



24 Oct 2022

DIVISION MEMORANDUM

No. 396 , s. 2022

CONDUCT OF IN -PERSON TRAINING OF DIVISION PERSONNEL ON BOOSTING ORGANIZATIONAL PERFORMANCE THROUGH THE PROMOTION OF MENTAL WELL-BEING, EFFECTIVE COMMUNICATION, AND TEAMWORK

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance Operations Division
OIC-Chief Education Supervisor, Curriculum Implementation Division
Unit Heads
Concerned School Heads

1. Please be informed of the conduct of In-Person Training of Division Personnel on Boosting Organizational Performance Through the Promotion of Mental Well-Being, Effective Communication and Teamwork on October 26-27, 2022 at Casa Gundelina, Sitio Sinipit, Manibaug Porac, Pampanga.
2. The objectives of the training are as follows;
 - a.to equip the division personnel with ways to protect their mental health and promote their well-being;
 - b.to assist the division personnel understand the importance of effective communication and achieve organizational goals and objectives; and
 - c. to promote collaboration, teamwork, and goal accomplishments across the organization.
3. The following concerned school heads are requested to take charge of the division office for continuous services and operations on these schedules:

October 26,2022 8:00 a.m.- 12:00 p.m.

1. Emelita C. Gomez
2. Nenita H. Jorquia
3. Victoria G. Torres

October 26 – 1:00 p.m. – 5:00 p.m.

1. Richard U. Ayson
2. Williamson G. Canlas
3. Frederick M. Simbulan

October 27,2022 8:00 a.m. – 12:00 p.m.

1. Hermes P. Vargas
2. Cazarina L. David

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



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October 27, 2022 1:00 p.m. - 5:00 p.m.

1. Maria Carolina C. Viray
2. Allan R. Traquinia

4. Participants to this training are all division office personnel.
5. Expenses on meals and accommodation shall be charged to OPDNTP Funds, INSET and Division MOOE funds while travel expenses shall be charged to division local funds subject to accounting procedures and auditing rules and regulations.
6. Immediate and wide dissemination of and strict compliance to this Memorandum is earnestly desired.


MA. IRELYN P. TAMAYO PhD, CESO V 
Schools Division Superintendent

To be indicated in the perpetual index
under the following subjects:

EMPLOYEES ORGANIZATIONS
TRAINING PROGRAMS

AGG/SGOD-HRD
October 24, 2022