



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

September 26, 2022

REGIONAL MEMORANDUM

No. **1094**, s. 2022

**PARTICIPANTS TO THE CONDUCT OF WORKSHOP ON THE DRAFTING OF
 EMPLOYEE WELFARE AND WELL-BEING POLICY**

To: Schools Division Superintendents
 - Divisions of Ormoc City and Tacloban City
 All Others Concerned

1. Relative to the attached DepEd Memorandum DM-OUHROD-2022-0071 on the Conduct of Workshop on the Drafting of Employee Welfare and Well-being Policy, this Office, through the Human Resource Development Division (HRDD), requires the participation of the following identified participants to the said activity on October 4-6, 2022, exclusive of travel time, within the area of Tagbilaran, Bohol.

Name of Participant	Office
1. SDS Marilyn B. Siao	SDO-Ormoc City
2. Bernaldo A. Basiano	SDO-Tacloban City
3. Jennylynd D. Daya	Regional Office
4. Clark Dave P. Arante	Regional Office

- Other details of the activity are found in the enclosure.
- Travelling and other incidental expenses of the participants shall be charged to their respective local funds/ HRD PSF, subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

EMPLOYEE WELFARE

POLICY DRAFTING

HRDD-CDPA





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT,
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES,
TEACHER EDUCATION COUNCIL SECRETARIAT, AND
DEPED EMPLOYEES' ASSOCIATIONS COORDINATING OFFICE

DEPARTMENT OF EDUCATION
RECEIVED
OFFICE NO. 1000
SEP 22, 2022 - 8779
BY: _____ TIME: 9:47am

OFFICE OF THE DIRECTOR IV	
Date and Time Received	Signature
27 SEP 2022	
Date and Time Released	Signature

MEMORANDUM


DM-OUHROD-2022-0071

TO : **ANNALYN M. SEVILLA**
Undersecretary for Finance

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Governance and Field Operations

DIRECTOR IV, Finance Service

All Regional Directors
Schools Division Superintendent of Sorsogon, Tacloban City,
Agusan Del Norte, and Davao Oriental
Division Chiefs of EWD and PD
All Others Concerned

FROM :  **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development,
National Educators Academy of the Philippines,
Teacher Education Council Secretariat, and
DepEd Employees' Associations Coordinating Office

SUBJECT : **CONDUCT OF WORKSHOP ON THE DRAFTING OF EMPLOYEE WELFARE AND WELL-BEING POLICY**

DATE : 19 September 2022

The Department of Education (DepEd) recognizes the human resource as the most important asset in an organization. The success or failure of an organization is largely dependent on the people working therein and it is vital that its employees are healthy, satisfied, motivated, and are working under humane conditions to ensure productivity and quality of service delivery. Given this, the DepEd is currently working on developing a policy to address the holistic needs of its employees.

In view of the foregoing, the DepEd through the Bureau of Human Resource and Organizational Development – Employee Welfare Division (BHROD-EWD) will conduct a three-day **Workshop on the Drafting of Employee Welfare and Well-being Policy** on October 4-6, 2022, exclusive of travel time, within the area of Tagbilaran, Bohol

DWD email
9/22/22

(specific venue to be announced on a later date). Moreover, the activity aims to review and analyze the previous policy consultations data and translate it into a draft policy on employee welfare and well-being.

In connection thereto, below are the names of the expected participants in this workshop in reference to the *DepEd Memorandum No. 23, s. 2022* (Annex A).

National Technical Working Committee

1. Bettina Aquino – Member
2. Nina Bianca Sanglay – Member
3. Rommel Espinas – Member
4. Katherine Liwayway Martija – Member
5. Eugenia Tuliao – Member
6. Francis Allen Dela Cruz – Member
7. Mary Antonette Bunag – NCR, Member
8. Holden Kirby Valdez – Region 1, Member
9. Liberator Umangay – Region 2, Member
10. Edgardo Serrano – Region 3, Member
11. Nadina Gatón – Region 4A, Member
12. Florinda Dimansana – Region 4B, Member
13. Michael Uy – Region 5, Member
14. Francis Subong – Region 6, Member
15. Mitchelin Micabani – Region 7, Member
- ~~16. Jennylynd Daya – Region 8, Member~~
- ~~17. Bernaldo Basiano – Region 8, Member~~
- ~~18. Clark Arante – Region 8, Member~~
19. Marietta Anhaw – Region 9, Member
20. Marivic Labitad – Region 10, Member
21. Arjay Nino Bautista – Region 11, Member
22. Grace Patrice Mondragon – Region 12, Member
23. Junnah Tiu – CARAGA, Member
24. Fidel Salosagcol, NEU, Member
25. Edwin Pineda – DRRMCP Rep, Member
26. Antonio Ahmad – NAEAS Rep, Member

Selected Technical/Policy Writers

27. Dinah Bonaó – HRDD Chief, Region 1
28. Arniel Garque – AOV, SDO Guimaras
29. William Bacani – HRDD Chief, RO3
- ~~30. Marilyn Siao – SDO Ormoc~~
31. Susan Collano – SDS, SDO Catanduanes
32. Maylani Galicia – ASDS, SDO Tanauan
33. Representative from OUHROD

NTWG and Workshop Secretariat

34. Earl Ryan A. Losito – EWD OIC/Overall in-charge of the workshop
35. Margery Latosa – Program Focal/Facilitator
36. Ma. Luisa Ravina – Co-facilitator
37. Maher Usman – Co-facilitator
38. Cecile Caballa – Admin. Support

The above-listed participants are requested to fill out the registration/confirmation slip through this link – bit.ly/Reg_EWWDrafting on or before **September 23, 2022**.

All participants are requested to be at the venue on Day 0 (October 3) from 3 p.m. onwards (a day before the workshop proper). The first meal to be served will be PM Snacks on Day 0 and the last meal will be lunch on Day 4 (October 7). Kindly refer to Annex B for the detailed activity schedule.

In addition, expenses to be incurred shall be charged to the 2022 CO-OPDNTP budget subject to the usual accounting and auditing rules and regulations. These expenses include board and lodging of the participants and secretariat, supplies, training kits, materials, honoraria for resource speakers, travel expenses of the secretariat and resource speakers, communications, and contingency. Travel expenses of the participants shall be charged to their respective local funds.

Should you have immediate queries or concerns, please contact **Ms. Marge Latosa** of BHROD-EWD via telephone and mobile number at (02)8633-7229 and +63906-3413364 or via email at margery.latosa@deped.gov.ph.

Immediate dissemination of this Memorandum is desired.



Republika ng Pilipinas

Department of Education

DepEd MEMORANDUM

28 MAR 2022

No. **023**, s. 2022

CREATION OF THE NATIONAL TECHNICAL WORKING GROUP FOR THE DEVELOPMENT OF THE EMPLOYEE WELFARE AND WELLNESS POLICY OF THE DEPARTMENT OF EDUCATION

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
All Others Concerned

1. The Department of Education (DepEd) through the Bureau of Human Resource and Organizational Development (BHROD) is currently drafting the Employee Welfare and Wellness (EWW) Policy.
2. For this purpose, the **National Technical Working Group (NTWG)** is hereby created. The NTWG is composed of the following:

Chairperson: **Wilfredo E. Cabral**
Regional Director, DepEd NCR
OIC, Office of the Undersecretary
Human Resource and Organizational Development

Vice-Chairperson: **Atty. Anne Rachel C. Miguel**
Director IV
Bureau of Human Resource and
Organizational Development

Members: **Armando C. Ruiz**, Director IV, Finance Service
Francis Cesar B. Bringas, Regional Director, RO 4A
Bettina Aquino, Director III, Finance Service
Nina Bianca D. Sanglay, Director III, BHROD
Earl Ryan A. Losito, SAO/OIC, BHROD-EWD

Rommel H. Espinas, BHROD-EWD
Margery C. Latosa, BHROD-EWD
Katherine Liwayway Martija, BHROD-EWD
Eugenia Tuliao, BHROD-EWD
Bless D. Valdez, BHROD-EWD
Ma. Luisa Ravina, BHROD-EWD
Francis Allen B. Dela Cruz, CAO, BHROD-PD
Mary Antonette Buñag, SEPS, SDO-Manila /
Holden Kirby Valdez, EPS, RO1 /
Liberato T. Umangay, EPS, RO2 /
Edgardo Serrano, SEPS, RO3 /
Nadina Gatón, SEPS, RO4A /
Florinda Dimansana, Chief HRDD, RO4B /
Michael Uy, Principal, R5
Francis Subong, President, DepEd Association of
Guidance Counselors and Career Advocates of the
Philippines, R6
Mitchelln Micabani, EPS, RO7
Jenny lind Daya, Master Teacher, R8
Bernaldo Basiano, Master Teacher, R8
Clark Arante, SEPS, RO8
Marietta Anhaw, Chief HRD, RO9
Marivic Labitad, Principal, R10
Arjay Niño Bautista, Principal, R11
Grace Patrice Mondragon, EPS, RO12
Jannah Tin, Master Teacher, CARAGA
Fidel Salosagcol, P.R.O., DepEd NEU
Edwin Pineda, VP, DRRM Coordinators of the
Philippines
Antonio Ahmad, President, National Association of
Employees in the Administrative Service

3. The NTWG shall:

- a. review relevant policies and legal bases such as issuances by the Civil Service Commission (CSC), DepEd Orders, and other pertinent documents needed for the creation and review of EWW Policy;
- b. provide substantial insights and comments during coordination and consultation meetings with other stakeholders;
- c. ensure accurate data collection and information sharing by instituting effective communication and coordination among all stakeholders and NTWG members;
- d. formulate the policies and other necessary guidelines for the implementation and institutionalization of the EWW Policy;
- e. establish the delivery and support mechanisms for the implementation of the EWW Policy;
- f. assist in the coordination of national activities for the establishment of the EWW Policy (e.g., orientations, seminars, and/or workshops).

4. This Memorandum shall take effect immediately upon its issuance and shall expire upon the issuance of the Employee Welfare and Wellness Policy.
5. The Bureau of Human Resource and Organizational Development-Employee Welfare Division (BHROD-EWD) shall serve as the lead policy proponent office and the Secretariat of the NTWG.
6. All expenses incurred by the NTWG shall be charged against local funds, subject to the usual accounting and auditing rules and procedures.
7. For more information, please contact the **Bureau of Human Resource and Organizational Development-Employee Welfare Division**, Department of Education Central Office, 4th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, through email at bhrod.ewd@deped.gov.ph.
8. Immediate dissemination of this memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Reference:
None



To be indicated in the Perpetual Index
under the following subjects:

BENEFITS
COMMITTEES
EMPLOYEES
OFFICIALS
POLICY
PROGRAMS

ANNEX B

ACTIVITY SCHEDULE

TIME	DAY 0 October 3	DAY 1 October 4	DAY 2 October 5	DAY 3 October 6	DAY 4 October 7	
8:00 a.m.		Check-in/Attendance/ Reading time				
8:30 a.m.		Preliminaries <ul style="list-style-type: none"> • Lupang Hinirang • Opening Prayer • Welcome Message from the SDO • Ice Breaker/GTKY • Expectation Setting • Objectives of the Workshop 	Ice Breaker	Ice Breaker		
9:00 a.m.		Session 1: Introduction (HROD framework, EWD mandate, EWW background)		Continuation of Workshop 3		
10:00 a.m.						
11:00 a.m.						Continuation of Workshop 3
		Session 2: Policy Development Process				
12 p.m.	Arrival of Secretariat/ Management Team	Lunch Break			Check out	
1:00 p.m.		Ice Breaker				
1:15 p.m.		Session 3: Presentation of Problem Analysis and Policy Goals	Workshop 3: Policy Drafting	Workshop 4: Integration of Comments/ Recommendations		
2:00 p.m.		Workshop 1: Policy Statement		Submission of Final Outputs		
3:00 p.m.		Arrival of Participants/ Hotel Check-in	Continuation of Workshop 1	Ways forward Closing		
4:00 p.m.			Reminders End of Day 1	Reminders End of Day 2		End of Workshop
5:00 p.m.						