

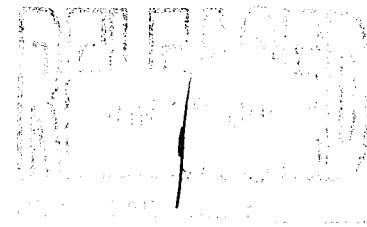


Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
Office of the Undersecretary

Date: May 27, 2019

To: The Regional Directors  
The Assistant Regional Directors  
The Schools Division Superintendents  
All Others Concerned



**Consultative Workshop on Employee Welfare and Wellness**

1. The Department of Education through the Bureau of Human Resource and Organizational Development - Employee Welfare Division (BHROD-EWD) will conduct a 3-day *Consultative Workshop on Employee Welfare and Wellness (EWW)* by cluster on the following dates and venues:

CLUSTER	DATE	VENUE	PARTICIPANTS
Cluster 1 - NCR and Luzon	July 16-19, 2019	Ilocos Norte (Exact Venue TBA)	NCR - 8pax Region 1 - 5pax Region 2 - 5pax Region 3 - 8pax Region 4A - 8pax Region 4B - 5pax Region 5 - 5pax CAR - 3pax NEU - 2pax
Cluster 2 - Visayas and Mindanao	August 1-3, 2019	Mariguin (Exact Venue TBA)	Region 6 - 7pax Region 7 - 7pax Region 8 - 7pax Region 9 - 5pax Region 10 - 7pax Region 11 - 5pax Region 12 - 5pax CARAGA - 7pax NEU - 2pax

2. The program aims to:
  - a. engage employees, supervisors, policy makers and beneficiaries through exchange of knowledge and practical ideas; and/or revise the current EWD framework
  - b. collect inputs from field offices in order to fill any gaps in the current employee welfare programs
  - c. create a harmonized framework, policy and programs

3. The Regional Offices are requested to select their participants based on the above-mentioned number of slots allotted for them. The participants must be composed of the following:
  - ✓ a. HRD Personnel (either from Regional Office or Division Office)
  - ✓ b. HRMO (either from Regional Office or Division Office)
  - ✓ c. Union Officer (either from Regional Office or Division Office)
  - ✓ d. Teaching Personnel (MT-1 up)
  - ✓ e. Non-teaching personnel (from any office except HRD and Personnel, between SO 8 and 18)
4. The Office of the Regional Director shall be in-charge of submitting the consolidated list of participants to the BHRDD-EWD, following the attached template (annex 1), to the following contact details:
 

Email: [bhrdd.ewd@deped.gov.ph](mailto:bhrdd.ewd@deped.gov.ph)  
 Fax: (02)633-7229
5. Participants are requested to bring the following:
  - a. Laptop, extension cord, wifi
  - b. Existing regional or division office policies, guidelines, or memorandum on the implementation of employee welfare and wellness programs
  - c. List of Employee Welfare and Wellness programs with program brief/description (if available)
  - d. Existing Employee Welfare framework (if applicable)
6. Participants are requested to be at the venue on Day 0 from 12nn onwards (a day before the workshop proper). The first meal to be served will be lunch on Day 0 and last meal will be lunch on Day 4.
7. The activity dates are inclusive of travel time.
8. Expenses to be incurred shall be charged to the CO-OPDNSP budget subject to the usual accounting and auditing rules and regulations. These expenses shall 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.
9. Travel expenses of the participants shall be charged to their respective local funds.
10. For more information, contact Ms. Marge Latosa, BHRDD-EWD through office number (02)633-7229/635-3760 or email [margery.latosal@deped.gov.ph](mailto:margery.latosal@deped.gov.ph) / [bhrdd.ewd@deped.gov.ph](mailto:bhrdd.ewd@deped.gov.ph)
11. Immediate dissemination of this Memorandum is desired.



**ATTY. REV. SEE A. ESCOBEDO**

Assistant Secretary

DRC, Office of the Undersecretary

Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet




June 17, 2019

To: Schools Division Superintendents  
 Baguio City and Benguet Divisions  
 All Others Concerned

This is to inform that the participants to the above mentioned Consultative Conference are the following: Edgardo T. Alos- (Union Officer); Elena C. Tawanna (HRMO representative); Emmanuela M. Gabol (HRDD); Anabel K. Baliag, (MT), Benguet Division and Jocelyn Coldeg (Non-Teaching), Baguio City.

Please be guided accordingly.

  
**MAY B. ECLAR, PhD., CESO V**  
 Regional Director