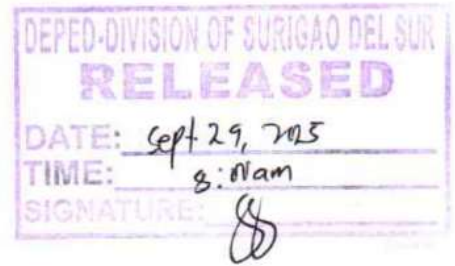




Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

DIVISION MEMORANDUM
No. 411, s. 2025

To: CID & SGOD Chiefs
Education Program Supervisors
Division Personnel
This Division



**HEALTHY MINDS, HEALTHY LIVES: A TRAINING PROGRAM FOR
HOLISTIC WELL-BEING**

1. The DepEd-Schools Division Office of Surigao del Sur, through the Human Resource and Development (HRD) Section, shall conduct an activity on Healthy Minds, Healthy Lives: a Training Program for Holistic Well-being on September 29-30, 2025 venue Oasis Hotel, J C Aquino Avenue 8600 Butuan Caraga.
2. This training aims to enhance the well-being of employees in division office. It aims to address workplace stress, burnout, and mental health challenges by providing tools and strategies for physical, mental, and emotional well-being. The training focuses on promoting a supportive, safe, and healthy work environment, leading to improved productivity, job satisfaction, and overall morale. It aligns with legal mandates such as the Occupational Safety and Health Standards Act and DepEd Policies on staff wellness.
3. Enclosed herewith are the following for guidance and reference:
 - a. Enclosure 1: List of Participants
 - b. Enclosure 2: Program of Activities
4. All expenses incurred during the conduct of this activity, which include board and lodging, venue rental, and other incidental expenses, shall be charged against HRTD Funds and Division MOOE. All expenses must be subject to the usual accounting and auditing rules and regulations.
5. For further inquiries and clarification, you may contact Ms. Erlyn G. Mangadlao, SEPS – HRD, through the contact no. 09073950090 or email at surigaodelsur.hrd@deped.gov.ph.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent



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Encl.: as stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DEVELOPMENT

HRD/egm
09/26/2025

Enclosure no. 1 of Division Memorandum _____, s. 2025

Title of Activity: **HEALTHY MINDS, HEALTHY LIVES: A TRAINING PROGRAM FOR HOLISTIC WELL-BEING**

Date: September 29-30, 2025

Venue: Oasis Hotel, J C Aquino Avenue 8600 Butuan Caraga

LIST OF PARTICIPANTS

NO.	NAME OF PERSONNEL	POSITION	OFFICE
1	LORENZO O. MACASOCOL, PhD, CESO V	SDS	SDS OFFICE
2	LAILA DANAQUE, CESO VI	ASDS	ASDS OFFICE
3	ANALIZA G. DOLORICON	EPSVR	CID
4	ANNABELLE R. CUBIL	PIII/DIC	CID
5	BREJEAN ACODILE	ADAS II	CID
6	CLAIRE ANN P. GONZAGA	LIBRARIAN-II	CID
7	ELIZABETH N. GARDONES, PhD	PSDS	CID
8	ELNIE ANTHONY P. BARCENA	EPSVR	CID
9	ENCARNACION M. PADUA	EPSVR	CID
10	ERNIE DAPAR	P-3, DIC	CID
11	EVANGELINE CARATAO	P III	CID
12	FELISA B. BATISTIL	PSDS	CID
13	FLUELLEN L. COS	CES	CID
14	GEMMALYNDA P. MONTENEGRO	P-3/DIC	CID
15	IRENE G. GRUMEZ	EPSVR	CID
16	JAY C. DALMAN	P-III/ DIC	CID
17	JEANETTE G. QUINTO, PHD	PSDS	CID
18	JHUN CLIFFORD P. REYNA	EPS II -ALS	CID
19	JOHN ROOSEBELT G. GRUMO	AA IV	CID
20	JONATHAN L. AMBEL	EPSVR	CID
21	LIEU GEE KEESHIA C. GUILLEN	PDO-II	CID
22	LILY ANN R. MENDERO, EdD	PSDS	CID
23	LOVELEAH B. ALBARILLO	PSDS	CID
24	MARIASOL F. YARA	PIII/DIC	CID
25	MARILYN V QUINTO	P IV	CID
26	MARILYN B. BANDOLA	P-III	CID
27	MEGENILA C. GUILLEN	EPSVR	CID
28	MENERBA M. DAPAR	EPSVR	CID
29	MIRASOL G. TARAY	P-3, DIC	CID
30	MYRNA E. MOZO	PSDS	CID
31	NOEMI AIREEN M. ABRAHAM	P III	CID
32	NORBEN T. MOLDEZ	PSDS	CID
33	REGINA EUANN A. PUERTO	EPSVR	CID
34	RESSIL L. TERSONA	DIV COOR	CID
35	ROLLY B. RAVELO	P III	CID
36	SOL U. BUNIEL	PSDS	CID
37	VERGIL B. EDER	PSDS	CID
38	WILMA A. PREMARION	PSDS	CID
39	ALEX JOSEPH E. ARIENZA	COS	SGOD
40	CARLOS TIAN CHOW C. CORREOS	CHIEF-SGOD	SGOD

NO.	NAME OF PERSONNEL	POSITION	OFFICE
41	CHARLEVILLE M. MAGSALAY	AA-VI	SGOD
42	ERLYN G. MANGADLAO	SEPS-HRD	SGOD
43	GRACE CHRISTY MAE Y. LUMANTA	PDO I	SGOD
44	HYPZIBAH L. ANDOY	NURSE-II	SGOD
45	JAYSON M. OROZCO	SEPS-SMME	SGOD
46	JHUN REY M. PALUCA	ENGR-III	SGOD
47	JOANNE H. BALAN	NURSE-II	SGOD
48	JOEL M. MARIANO	ADA-I	SGOD
49	JOSEPH D.. GALES	PDO I	SGOD
50	JOVIXSON B. DALURA	AO-III	SGOD
51	LINNY CHRISTI G. MANANQUIL	PDO II- DRR	SGOD
52	LIZA L. SUAREZ	ADA-I	SGOD
53	LORD CHARLES TIMOTHY L.. CARREON	COS	SGOD
54	MARCELITO D.. TIGLEY	COS	SGOD
55	MARIETO CLEBEN V. LOZADA	SEPS-SOCMOB	SGOD
56	MARJUN P. ORDOÑA	EPS II HRD	SGOD
57	MELCHOR O. CATCHA	EPS II -SOCMOB	SGOD
58	NOEL B. . DE JESUS	AA I	SGOD
59	RAMIL C. TERSONA	EPS II SMME	SGOD
60	RAY BENITO J.. MORENO, MD	MEDICAL OFFICER II	SGOD
61	RICKY A. MAGNAYE	ENGR-III	SGOD
62	UCILLE P. GALVEZ	SEPS-P&R	SGOD
63	NOEL DE JESUS	SGOD-HRD	SGOD
64	CHERRY ROSE B. BALUCANAG	ADAS III	ACCOUNTING
65	CLAIRE ANN PRONES	ADAS III	ACCOUNTING
66	CZARINA ISABELLE ORBETA	ADAS III	ACCOUNTING
67	EMA CARLA C. RAMOS	ADAS III	ACCOUNTING
68	EVELYN C. IGSOLO	ADAS III	ACCOUNTING
69	GERALDINE L. PEREZ	ADAS II	ACCOUNTING
70	JANETTE P. GARIANDO	ADAS III	ACCOUNTING
71	JENEFER S. FERNANDEZ	AA I	ACCOUNTING
72	JENNIFER V. ELLECO	AA I	ACCOUNTING
73	JOSIE B. MANZANO	ADAS III	ACCOUNTING
74	JULIET D. BONITA	AA II	ACCOUNTING
75	MARSYFE G. DIGAL	ADAS III	ACCOUNTING
76	MICHAELLA XENA T. PORTILLANO	ADAS III	ACCOUNTING
77	MICHELELOUIE R. VILLARICA	ADAS III	ACCOUNTING
78	RONALD LOAYON	ADAS III	ACCOUNTING
79	ROSEVIL CABAUG	AA I	ACCOUNTING
80	STEEVE CARL A. CABADONGA	ADAS II	ACCOUNTING
81	WENEFREDA LARONG	ADAS III	ACCOUNTING
82	SHIRLENE E. CRABAJALES	AO V	ADMIN OFFICE
83	CARESIO GRUMEZ	ADAS III	BUDGET
84	JOY ANN T. MARTINEZ	ADAS III	BUDGET
85	RUEL CASTANTE	ADAS III	BUDGET
86	EMMALYN DE HONOR	AO IV	CASHIERING

NO.	NAME OF PERSONNEL	POSITION	OFFICE
87	MARK A. MAQUILING	ADAS III	CASHIERING
88	MELBA A. MANGATA	ADAS III	CASHIERING
89	GLENN PAUL TENOZO	COS	COA
90	LINELYN ROMA	AA I	COA
91	RALF BALDELOVAR	COS	COA
92	EMERLYN BARATAS	AA I	GEN. SERVICES
93	HENRY QUINONEZ	AA I	GEN. SERVICES
94	ALDEN GAMBE	ADAS II	IT SECTION
95	MARVIN MINGUILLAN	IT SECTION	IT SECTION
96	PATRICIO BAURE	ADAS II	IT SECTION
97	ARAM JOSEPH Q. LAUDES	TA II	LEGAL
98	CALVIN KLEIN E. LIANZA	ATTORNEY III	LEGAL
99	DOUGLAS O. DUMAPLIN JR	TA IV	LEGAL
100	ERNIE C. CABALUNA	TA II	LEGAL
101	KRISTINE C. CABADONGA	TA II	LEGAL
102	RONALYN B. CABALIN	TA II	LEGAL
103	LEONARD DELIGENCIA	ADAS III	PARALEGAL
104	AIZA ELPEDANG	ADAS III	PERSONNEL
105	AUGUSTINE ARLIGUE	ADAS III	PERSONNEL
106	FLORITO O. DESOLOC	ADAS III	PERSONNEL
107	HANNAH GAYE E. LOAYON	ADAS III	PERSONNEL
108	JOMARIE PASAAN	ADAS III	PERSONNEL
109	JUNREY BAGOOD	AO II	PERSONNEL
110	MYLYN B. MANONGAS	ADAS II	PERSONNEL
111	NOELLIVAN B. MENDEZ	ADAS III	PERSONNEL
112	ROEL G. GURIMBAO	ADAS III	PERSONNEL
113	ROGER SHANDEL C. CLAR	AA III	PERSONNEL
114	SALLY MAGSALAY	ADAS III	PERSONNEL
115	SANDY ELIZALDE	ADAS III	PERSONNEL
116	JANUAN R. DE JESUS	ADAS III	PROCUREMENT
117	JOIELYN PASCO	AO IV	RECORDS
118	RONNIE DIAZ	AA VI	RECORDS
119	CHIERA ACEVEDO	ADAS II	RSP
120	JEHANNE DALURA	ADAS III	RSP
121	JELLY MAMAC	AA I	RSP
122	JUNE C. GUERRA	AO IV	RSP
123	BRANDO RONQUILLO	AA I	SDS OFFICE
124	JEM FERDENNE CAMINGUE	AA VI	SDS OFFICE
125	KATHY MONTENEGRO	ADAS III	SDS OFFICE
126	LJ ANN GARAS	AA IV	SDS OFFICE
127	NELLY JEAN CUARTERO	AA VI	SDS OFFICE
128	RONALD ALDONZA	AA IV	SDS OFFICE
129	ROGER DE JESUS	SECURITY GUARD	SECURITY GUARD
130	DANTE GRUMO	AO IV	SUPPLY
131	HELENE ARIENZA	AA III	SUPPLY
132	JAZEL BALDOMERO	ADAS III	SUPPLY

DETAILED PROGRAM OR COURSE MATRIX

SCHEDULE OF ACTIVITY	
MORNING (Day 1) 8:00 – 10:00 am	Preparation and Arrival / Registration
1:00 – 1:30pm	Preliminaries - Nationalistic Song/Philippine National Anthem – AVP - Ecumenical Prayer – AVP - Acknowledgement of Participants - Erlyn G. Mangadlao – SEPS- HRD - Opening Remarks - Fluellen L. Cos, Chief CID - Statement of Purpose - Carlos Tian Chow C. Correos, Chief SGOD - Inspirational Message - Lorenzo O. Macasocol, PhD, CESO V Schools Division Superintendent - House Rules and NORMS - Ramil P. Tersona – EPS-
1:30 – 2:30 pm 1hr	Session 1: - Levelling of Expectations - Erlyn G. Mangadlao Common Workplace Stressors and Burnout Fluellen L. Cos, PhD – Chief CID
2:30 – 2:45 pm 15min	Health Break
2:46 – 4:45 pm 2hrs	Session 2: Introduction to Workplace Wellness Fluellen L. Cos, PhD – Chief CID
4:45 – 5:30 pm 45 mins	Professional Journal / Reflection
5:30 – 7:00 pm 1hr and 30 mins	Dinner
7:00 – 8:30 pm 1hr and 30 mins	Session 3: Stress Management Techniques - Lorenzo O. Macasocol, PhD – Schools Division Superintendent
8:30 – 9:00 pm 1hr and 30 mins	Interactive Workshop (Meditation, Breathing Exercises) - Lorenzo O. Macasocol, PhD – Schools Division Superintendent
9:01 – 9:30 PM 30 mins	Wrap-up QAME Online Survey Debriefing

Day 2	
6:00 – 7:30 am 1hr and 30mins	Breakfast and arrival
7:30 – 8:30 am 1 hr	Registration Management of Learning
8:30 – 10:00 am 1hr and 30mins	Session 4: Legal Frameworks for Workplace Wellness - Lorenzo O. Macasocol, PhD – Schools Division Superintendent
10:00 – 10:15 mins	Health break
10:15 – 12:00 nn	Session 5: Work-Life Balance Strategies - Lorenzo O. Macasocol, PhD – Schools Division Superintendent
12:00 – 1:00 pm	Lunch
1:00 – 3:00 pm 2 hrs	Session 6: Building a Supportive and Positive Culture - Lorenzo O. Macasocol, PhD – Schools Division Superintendent
3:15 – 4:00 pm 45 mins	Cont. Session 6: Building a Supportive and Positive Culture Lorenzo O. Macasocol, PhD – Schools Division Superintendent
4:00 – 6:00 PM	Reflection Journal Closing Program Insights Word of challenge – Lorenzo O. Macasocol, PhD CESO V Schools Division of Superintendent Announcements • QAME Online Survey • Attendance • Wrap-up Awarding of Certificates Photo Opportunities Closing Prayer Debriefing
	Home sweet home - 😊



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