



July 22, 2019



REGIONAL MEMORANDUM

No. 380, s. 2019

CONSULTATIVE WORKSHOP ON EMPLOYEE WELFARE AND WELLNESS

TO: Schools Division Superintendent
Division of Agusan del Norte
Division of Bayugan City
Division of Butuan City
RO Personnel
This Region

1. The Department of Education through the Bureau of Human Resource and Organizational Development Welfare Division (BHROD-EWD) will conduct a 3-day Consultative Workshop on Employee Welfare and Wellness (EWW) on August 5-9, 2019 (inclusive of travel) in Camiguin, Misamis Oriental (exact venue shall be announced later).
2. The said activity aims to
 - a. engage employee welfare implementers, policy makers and beneficiaries through exchange of knowledge and practices to validate 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; and
 - c. create a harmonized framework, policy and program.

3. Participants to this consultative workshop are the following:

No	Name	Position/Designation	Station
1	Marlyne M. Villareal	EPS-HRDD	DepEd RO
2	Atty. Jose B. Guibone	Atty IV/ President DepEd NEU	DepEd RO
3	Glenn B. Aspe	Admin Assistance V	DepEd RO
4	Yolanda A. Apilada	HRMO	SDO- Butuan City
5	Jimeny M. Cruz	HRMO	SDO-Agusan del Norte
6	Jasmin B. Nepa	HRMO	SDO - Bayugan City
7	Junnah B. Tiu	MT-I	SDO-Butuan City

4. Participants are expected to bring the following:
 - a. laptop, extension cords, pocket 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 brief description (if available); and
 - d. existing Employee Welfare Framework (if applicable)

HRDD04/mmv
07/22/2019

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(085) 342 - 8207



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5. Board and lodging of all participants shall be charged to CO-OPDNSP budget while the travel expenses shall be charged against respective local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance to this Memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO V
Schools Division Superintendent
OIC – Regional Director 

Encl.: None

Reference: BHR0D-EWD

To be indicated in the Perpetual Index under the subjects

Employee

Welfare

Wellness

Workshop

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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 – 5pax NEU – 2pax
Cluster 2: Visayas and Mindanao	August 5-9, 2019	Camiguin (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 employee welfare implementers, policy makers and beneficiaries through exchange of knowledge and practices to validate 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 of Division Office)
 - b. HRMO (either from Regional Office of Division Office)
 - c. Union Officer (either from Regional Office of Division Office)
 - d. Teaching Personnel (MT-1 up)
 - e. Non-teaching personnel (from any office except HRD and Personnel, between SG 8 and 18)
4. The Office of the Regional Director shall be in-charge of submitting the consolidated list of participants to the BHROD-EWD, following the attached template (annex 1), to the following contact details:

Email: bhrod.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**, BHROD-EWD through office number (02)633-7229/635-3760 or email margery.latosa@deped.gov.ph/
bhrod.ewd@deped.gov.ph.
11. Immediate dissemination of this Memorandum is desired.


ATTY. REVSEE A. ESCOBEDO
Assistant Secretary
OIC, Office of the Undersecretary
Field Operations, HR-EWD and PD and DEACO



Annex 1

CONSULTATIVE WORKSHOP ON EMPLOYEE WELFARE AND WELLNESS

LIST OF PARTICIPANTS

[illegible]

Please fax to (02) 633-7229 or email to bhrod.ewd@deped.gov.ph