



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



DNCR-F-ORD-038/RO/01112019

Advisory No. 071, s. 2023

February 27, 2023

**Re-scheduling of the Health and Wellness Workshop  
for Regional Office Personnel**

Please be informed that the scheduled Health and Wellness Workshop for Regional Office Personnel on February 24, 2023 will be moved to March 7, 2023 (Tuesday) at the Usec. Varela Hall of DepEd-NCR, Misamis St., Bago Bantay, Quezon City from 8:00 a.m. to 5:00 p.m. This is due to the Presidential Proclamation No. 167 declaring February 24, 2023 as a special (non-working) day throughout the country.

**WILFREDO E. CABRAL. CESO III**  
Regional Director

essd/shnu/mvcb2023



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FEB 10 2023

Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

NCR-F-ORD-034/RC/01112019

OFFICE MEMORANDUM  
No. ROP-2023- \_\_\_\_\_

February 10, 2023

**HEALTH AND WELLNESS WORKSHOP FOR  
REGIONAL OFFICE PERSONNEL**

To: OIC Assistant Regional Director  
All Functional Division Chiefs  
Unit and Section Heads  
All RO Personnel

1. Pursuant to the Civil Service Commission (CSC) Memorandum Circular No. 33 entitled, "Policy on Working Condition at the Workplace" which provided among others a Health Program for government employees, the DepEd-NCR thru the Education Support Services Division-School Health and Nutrition Unit (ESSD-SHNU) will conduct a **Health and Wellness Workshop** on February 24, 2023 from 8:00 a.m. to 5:00 p.m. to be held at Usec. Varela Hall, DepEd-NCR, Misamis St. Bago Bantay, Quezon City.
2. The activity aims to: (1) provide the Regional Office Personnel with pertinent information and appropriate knowledge that maybe beneficial to the nature of their work and enable them to be more responsive and productive in the delivery of quality service; (2) promote ideal quality of life to decrease the risk of developing chronic and lifestyle diseases; and (3) create awareness on the importance of proper health habits to be able to achieve the desired body weight as well as develop/improve a stronger immune system for a better and happier life.
3. Attached is the configuration of the number of participants per Functional Division/Unit/Section.
4. Immediate and wide dissemination of this memorandum is desired.

  
**WILFREDO E. CABRAL, CESO III**  
Regional Director





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**CONFIGURATION OF THE NUMBER OF PARTICIPANTS PER  
FUNCTIONAL DIVISION, UNIT AND SECTIONS**

	<b>Functional Division/Unit/Section</b>	<b>Number of Participants</b>
1	Administrative Services Division	3
	Asset Management Section	3
	Cash Section	2
	General Services Unit	5
	Personnel Section	5
	RPSU	5
	Records	5
	BAC	3
	Excellente	5
2	Directorate Office	
	ORD	3
	ICTU	2
	Legal unit	5
	PAU	4
3	CLMD	6
4	ESSD	8
5	Finance	10
6	FTAD	3
7	HRDD NEAP	12
8	QAD	7
9	PPRD	6
	<b>TOTAL</b>	<b>102</b>





MC No. 33, s. 1997

## MEMORANDUM CIRCULAR

**TO: ALL HEADS OF DEPARTMENT, BUREAUS, AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENT INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES**

**SUBJECT: Policy on Working Conditions at the Workplace**

The Civil Service Commission, in partnership and consultation with the Council of Personnel Officers and Human Resource Management Officers, recognizes the need to institutionalize viable programs to improve working conditions in the government.

Pursuant to Resolution No. 97-4684 dated December 18, 1997, the CSC promulgates and adopts the following policies:

I. All government offices shall provide the following:

a) Health Program for Government Employees

Health program for employees shall include any or all of the following:

1. hospitalization services
2. Annual mental, medical-physical examinations

b) Adequate office ventilation and lighting

*(As provided under PD 1096)*

a. Window openings - rooms without artificial ventilation shall have window/s with a total free area openings equal to at least 10% of the floor area of room. It shall be open directly to a court, yard, public street or alley or open water courses.

b. Air space requirements - 12.00 cubic meters of air space per person

c. Artificial ventilation - not less than three (3) changes of air per hour.

d. Lighting - it shall be 40 unit load per square meter (Watts).

e. Clean and adequate comfort room facilities

Allot a certain amount of MOOE for construction/maintenance of clean comfort rooms.

d. Potable drinking water

PD 1096 - Potable water used for human habitation shall be supplied. The quality of drinking water shall conform to the criteria set in the latest approved National Standards for Drinking Water.

e. First Aid Kit/Facilities

g. Hazard Insurance

Head of Agencies shall provide accident/risk insurance to officials and employees.

2. All government offices shall create a safety committee that would enforce a safety program for the employees including basic safety orientation and drills.

3. All government offices should be non-smoking areas.

All heads of departments/agencies are enjoined to appropriate funds for the institutionalization of these policies/programs.

  
CORAZON ALMA G. DE LEON  
Chairman

22 December 1997



**RESOLUTION NO. 974684**

**WHEREAS**, the Civil Service Commission, cognizant of its role as the central human resource management agency of the government is mandated to develop policies for the further improvement of the practice of human resource management in the bureaucracy;

**WHEREAS**, the Commission adopts human development as a strategy for world class bureaucracy;

**WHEREAS**, the Commission is in the strong belief that concern environment would bring about high productivity;

**WHEREAS**, in the conduct of a research on working condition, the Commission noted that the bureaucracy needs basic requirements for a reasonable conditions of work on health and safety and that Memorandum Circular No. 30 issued in 1994 only provides for a checklist of conditions of work;

**WHEREAS**, the Civil Service Commission, after the review of policies and other documents, conducted seven (7) Area Conferences of the Council of Personnel Officers and Human Resource Management Officers nationwide to gather data on the common health and safety problems at work experienced by government personnel;

**WHEREAS**, the Conferences brought forward the inadequate policy on basic health and safety conditions of work and was validated by the issues presented;

**NOW THEREFORE**, the Commission resolved, as it hereby resolves to mandate the following policies as a way of reinventing the workplace of public sector employees:

1. All government offices shall provide the following:

a) Health Program for Government Employees

Health program for employees shall include any or all of the following:

1. hospitalization services
2. Annual mental, medical-physical examinations

b) Adequate office ventilation and lighting

*(As provided under PD 1096)*

- a. Window openings - rooms without artificial ventilation shall have window/s with a total free area openings equal to at least 10% of the floor area of room. It shall be open directly to a court, yard, public street or alley or open water courses.
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3. All government offices should be non-smoking areas.

Quezon City,

**DEC 18 1997**

  
**CORAZON ALMA G. DE LEON**  
Chairman

  
**THELMA P. GAMINDE**  
Commissioner

  
**JOSE R. ERASTAIN, JR.**  
Commissioner

Attested by:

  
**CARMENCITA GISELLE BRINGAS-BORILLO**  
Board Secretary VI