





Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION

October 24, 2023

REGIONAL MEMORANDUM

No. 1131,s. 2023

To:

Schools Division Superintendents

All Others Concerned

CONDUCT OF EMPLOYEE WELFARE AND WELL-BEING (WE) POLICY FINALIZATION WORKSHOP

- In reference to the Memorandum 1574 dated October 13, 2023, from the Office of Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, the field is hereby enjoined to adhere the conduct of the above captioned-subject.
- 2. The Finalization Workshop of the Employee Welfare and Well-being (WE) Policy will be on November 13-17, 2023, within the area of Cebu City. The National Technical Working Group members and selected technical writers are invited and are requested to register through bit.ly/Reg_WEFinalization on or before November 6, 2023.
- 3. The Identified participants are the following

PARTICIPANTS	POSITION/DESIGNATION Education Program Supervisor, HRDD NEAP	
Rhea B. Eden		
Mary Antomette Buñag	Senior Education Program Specialist, SDO Manila	
Edwin Pineda	Education Program Specialist II, SDO Valenzuela	

- 4. All participants are requested to be at the venue on Day 0 (November 13,2023) from 3:00 PM onwards. Travel expenses of the participants shall be charged to their respective local funds
 - 5. For the full details, please see the enclosed Memorandum
 - 6. Immediate Dissemination and Compliance with this Memorandum is desired.

WILFREDOE. CABRAL, CESO III
Regional Director



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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-HROD-2023-_/\$\mathcal{1} 74

TO

Regional Directors

Schools Division Superintendent of Manila, Valenzuela, Cagayan, Ligao,

Sorsogon, Catanduanes, Guimaras, and Tacloban

All Others Concerned

ATTN

National Technical Working Group (NTWG) Members of the Employee

Welfare and Well-being Policy

FROM

GLORIA ROMAMIL-MERCADO

Undersecretary for Human Resource and Organizational Development

SUBJECT

CONDUCT OF EMPLOYEE WELFARE AND WELL-BEING (WE) POLICY

FINALIZATION WORKSHOP

DATE

13 October 2023

The Department of Education (DepEd) through the Bureau of Human Resource and Organizational Development-Employee Welfare Division (BHROD-EWD) conducted a series of workshops over the past few months to review, draft and validate the Employee Welfare and Well-being (WE) Policy that would serve as a framework that will promote and support the holistic needs of our teaching and non-teaching personnel.

In view of the foregoing, the BHROD-EWD will conduct a three-day *Finalization Workshop* of the Employee Welfare and Well-being (WE) Policy on November 13-17, 2023, inclusive of travel time, within the area of Cebu City (specific venue to be announced on a later date).

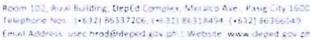
In connection thereto, we would like to invite the NTWG members and selected technical writers listed in the attached Annex A to the aforementioned activity.

The identified participants are requested to fill out the registration/confirmation slip through bit.ly/Reg_WEFinalization on or before November 6, 2023.

All participants are requested to be at the venue on Day 0 (November 13) from 3:00 P.M. onwards (a day before the workshop proper). The first meal to be served will be PM Snack on Day 0 and the last meal will be lunch on Day 4 (November 17). Kindly refer to Annex B for the detailed activity schedule. 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.







National Technical Working Committee

- 1. Mary Antonette Buñag SDO Manda
- 2 Edwin Pineda SDO Valenzuela
- 3 Dinah Bonao RO 1
- 4 Liberato Umangay, Jr. SDO Cagayan
- Edgardo Serrano, Jr. RO 3.
- 6. Ruth limenez RO 3
- 7 Mark Malonzo RO 4A
- 8 Florinda Dimansana RO 4B
- 9. Maylani Galicia SDO Ligao
- 10. Michael Uy SDO Sorsogon
- 11 Susan Collanes SDO Catanduanes
- 12. Arniel Garque SIXO Guimaras
- 13. Mitchelm Micabani RO 7
- 14. Clark Arante RO 8
- 15. Jennylind Dava RO 8
- 16. Bernaldo Basiano SDO Tacloban
- 17 Marietta Anhaw RO 9
- 18. Marivic Labitad RO 10.
- 19. Arjay Niño Bautista RO 11
- 20. Junnah Tru CARAGA
- 21. Antonio Ahmad National Association of Employees in the Administrative Service
- 22. Fidel Salosagcol National Employees Union
- 23. Eugenia Tuliao Central Office
- 24. Ma. Luisa Ravina Central Office
- 25. Katherine Liwayway Martija Central Office

Technical Writers

- 1. Vivien de Guzman RO I
- Rhea Eden NCR
- 3. HRDD Chief or Representative CAR
- HRDD Chief or Representative Region 2
- 5. HRDD Chief or Representative Region 4A
- HRDD Chief or Representative Region 12
- Representative from CO-PRDD, M&E Team
- 8. Representative from CO-BLSS, Mental Health Team







Annex B Activity Matrix

ACTIVITY SCHEDULE

TIME	I DAYO	DAY1	DAY 2	DAY3	DAY4
5:00am		Attendance			
8:30am		Preliminaries	Ice Breaker		
8:45am					
9:00am		Ice Breaker/GTKY Expectation Setting Workshop Objectives Short Break	Continuation of Workshop 2	Plenary: Presentation of Final Draft	
10:00am		Session 1: WE	Short Break	1	
17:00am		Journey and Presentation of the Draft WE Policy	Plenary of Workshop	Workshop 4 - Policy Proposal	
12nn	Check in Secretariat First meal to be served for Secretariats Lunch	Lunch Break			Check out Participants and Secretariat
1:00pm	-	Ice Breaker			
1:15pm		Workshop 1:	Warkshop 3:	Plenary: Action	
2:00pm		Consolidation of Validation Outputs	Integration of all recommendations	Planning	
3:00pm	Check in Participants	Short Break	and polishing the final draft	Submission of Final Outputs	
	First meal to be served to Participants: PM Snacks	Workshop 2: Incorporation of validation outputs to the draft policy	Short Break	Ways Forward Closing Program	
4:00pm		es. <u>100 - 1</u>	1 		
5:00pm	;	Recap and Reminders End of Day I	Recap and Reminders End of Day 2		

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