

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**

1. 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
Rhea B. Eden	Education Program Supervisor, HRDD NEAP
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.


WILFREDO E. CABRAL, CESO III
 Regional Director





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY


HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-HROD-2023- 1579

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 DOMAMIL-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 BHRD-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.

Annex A - List of Participants

National Technical Working Committee

1. Mary Antonette Bunag - SDO Manila
2. Edwin Pineda - SDO Valenzuela
3. Dinah Bonao - RO 1
4. Liberato Umangay, Jr. - SDO Cagayan
5. Edgardo Serrano, Jr. - RO 3
6. Rath Jimenez - RO 3
7. Mark Malonzo - RO 4A
8. Florinda Dimansana - RO 4B
9. Maylan Galicia - SDO Ligao
10. Michael Uy - SDO Sorsogon
11. Susan Collanes - SDO Catanduanes
12. Arniel Garque - SDO Guimaras
13. Mitchelm Micabani - RO 7
14. Clark Arante - RO 8
15. Jennylind Daya - 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 Iru - 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 1
2. Rhea Eden - NCR
3. HRDD Chief or Representative - CAR
4. HRDD Chief or Representative - Region 2
5. HRDD Chief or Representative - Region 4A
6. HRDD Chief or Representative - Region 12
7. Representative from CO-PRDD, M&E Team
8. Representative from CO-BLSS, Mental Health Team

Annex B
Activity Matrix

ACTIVITY SCHEDULE

TIME	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4
8:00am			Attendance		
8:30am		Preliminaries	Ice Breaker		
8:45am					
9:00am		Ice Breaker/GTKY Expectation Setting Workshop Objectives	Continuation of Workshop 2	Plenary: Presentation of Final Draft	
		Short Break			
10:00am		Session 1: WE Journey and Presentation of the Draft WE Policy	Short Break		
11:00am			Plenary of Workshop 2	Workshop 4 - Policy Proposal	
12:00pm	Check in Secretariat First meal to be served for Secretariat Lunch		Lunch Break		Check out Participants and Secretariat
1:00pm			Ice Breaker		
1:15pm		Workshop 1: Consolidation of Validation Outputs	Workshop 3: Integration of all recommendations and polishing the final draft	Plenary: Action Planning	
2:00pm				Submission of Final Outputs	
3:00pm	Check in Participants First meal to be served to Participants: PM Snacks	Short Break Workshop 2: Incorporation of validation outputs to the draft policy	Short Break	Ways Forward Closing Program	
4:00pm					
5:00pm		Recap and Reminders End of Day 1	Recap and Reminders End of Day 2		