



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

September 18, 2025

DIVISION MEMORANDUM
NO. 340, s. 2025

CONDUCT OF EMPLOYEE WELFARE NEEDS SURVEY AS
BASIS FOR EMPLOYEE WELFARE PROGRAMS CY 2025-2027

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Education Program Supervisors
Division Office Personnel
All Public Elementary & Secondary School Heads
All Public Elementary and Secondary Teaching & Non-Teaching Personnel
All Others Concerned

1. In line with DO 32, s. 2017 (Gender-Responsive Basic Education Policy) and the National Quality Management System thrust on Employee Welfare as one of the sub-processes of Human Resource Development Section, the Schools Division of El Salvador City through the HRD Section shall conduct an Employee Welfare Needs Survey among teaching and non-teaching personnel to promote well-being and enhance workplace productivity.
2. The purpose of the survey is to gather relevant data on the welfare needs of employees, which will serve as the basis for planning, designing, and implementing appropriate employee welfare programs including GAD initiatives within the Division for the remaining quarter this FY year and next Calendar Year 2026-2027.
3. All personnel in both teaching and non-teaching categories of the Division are enjoined to accomplish the survey form through the link provided by the Human Resource Development (HRD) Section. You may access the survey @ <https://tinyurl.com/2hmndkcu> The survey shall be conducted from September 24-Sept. 30, 2025, and must be submitted not later than September 30, 2025.
4. School Heads are directed to ensure the full participation of their teaching and non-teaching personnel and provide the necessary support to facilitate the completion of the survey.
5. The HRD Section shall consolidate and analyze the results, and the findings shall be the basis for the formulation of Division-wide Employee Welfare Programs that address the identified needs and concerns of the workforce.



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6. If you have any further questions about the following survey, please communicate with the HRD Personnel via Messenger or at Cellphone Number: 09934435630, Marilou Y. Descallar.
7. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
8. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent


Encl.: As stated
Reference: DepEd Order 32, s. 2017 – Gender-Responsive Basic Education Policy
To be indicated in the Perpetual Index
under the following subjects:

Employment General Welfare

SGOD/HRD/myd