DEPARTMENT OF EDUCATION
EL SALVADOR CITY- RECORDS SECTION
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November 9, 2026

DIVISION MEMORANDUM
NO. 370, s. 2026

STRESS-LESS AT WORK: A CAPACITY BUILDING WORKSHOP FOR NONTEACHING PERSONNEL ON WORKPLACE WELLNESS, WORKFLOWS, AND ADMINISTRATIVE COMMUNICATION

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
All Education Program Supervisors
All Public Elementary & Secondary School Heads
All Public Elementary & Secondary Teachers
All Others Concerned

1. Relative to the results of the employees' needs-based survey conducted by this Office, the Organizational and Professional Development for Non-Teaching Personnel (OPDNTP) will conduct the "**STRESS-LESS AT WORK: A Capacity Building Workshop for Nonteaching Personnel on Workplace Wellness, Workflows, and Administrative Communication**" on November 19, 2026, at Hotel Monicon.

2. The activity aims to:

a. apply practical stress management techniques and digital wellness boundaries to enhance personal resilience and productivity;

b. integrate updated Gender and Development (GAD) mandates into frontline operations to foster an inclusive working environment; and

c. streamline daily workflows through systematic resource organization and standard-compliant DepEd administrative communication.

3. See the following enclosures for reference and guidance:
Enclosure No. 1 – List of Participants
Enclosure No. 2 – Program Matrix

4. School heads and office heads are requested to make the necessary administrative adjustments to ensure continuous office operations and public service delivery during the activity.

5. Travel and other related expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations. Further, this Memorandum shall serve as the Official **Authority to Travel** for the participants.

6. This Office shall adhere to the 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.

7. For inquiries, please contact the HRD unit through carmille.villegas@deped.gov.ph.

8. Immediate and wide dissemination of this Memorandum is desired.

RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: As stated
To be included in the **Perpetual Index**
under the following subjects

OPDNTP Training

SGOD/HRD/cvg

Enclosure No. 1 to Division Memorandum No. 370, s. 2026

LIST OF PARTICIPANTS

	Name	Designation	Office/School
1	Randolph B. Tortola	SDS	OSDS
2	Conniebel C. Nistal	ASDS	OASDS
3	Rolly B. Labis	Chief EPS	SGOD
4	Ninian A. Alcasid	Chief EPS	CID
5	Analyn G. Fabria	EPS	SGOD
6	Carmille V. Gahay	SEPS-HRD	SGOD
7	Cheriemy D. Generol	EPS II-HRD	SGOD
8	Maricris P. Quismundo	SEPS-SMME	SGOD
9	Marilou Y. Descallar	EPS II-SMME	SGOD
10	Kevin B. Asequia	Planning Officer III	SGOD
11	Esmael V. Malaco, Jr.	PDO I	SGOD
12	Jurica Ethel L. Estrada	PDO II	SGOD
13	Irvin John R. Tagapulot	Medical Officer III	SGOD-Medical
14	Bridget Gale B. Gellor	Dentist II	SGOD-Medical
15	Cecille Z. Khobuntin	Nurse II	SGOD-Medical
16	Franz Maybelle M. Gaid	Nurse II	SGOD-Medical
17	Vanessa Prores L. Tiad	Nurse II	SGOD-Medical
18	Nelyn T. Sabellina	Technical Assistant I	SGOD
19	James Worren P. Clarabal	Job Order	SGOD
20	Glenn John O. Isiderio	PDO II	CID-LR
21	Emelie G. Yubuco	Librarian II	CID-LR
22	Honey Luz S. Nacua	Administrative Officer II	Amoros ES
23	Dianne L. Suguilon	Administrative Officer II	Bolisong ES
24	Fritzie Lynne B. Gequinto	Administrative Officer II	Cogon ES
25	Jenice Mae L. Malaco	Administrative Officer II	Cogon ES
26	Ariel S. Padigos	Administrative Officer II	Cogon NHS
27	Mary Rose P. Cortez	Administrative Officer II	ECCS
28	Marjorie T. Ras	Administrative Officer II	ECNHS
29	Clark Airon G. Unson	Administrative Officer II	ECNHS
30	Cherry Lou D. Asequia	Administrative Officer II	Himaya ES
31	Nick C. Ratunil	Administrative Officer II	Himaya NHS
32	Leah Mae C. Akut	Administrative Officer II	Hinigdaan ES
33	Danel John R. Hamo	Administrative Officer II	Hinigdaan NHS
34	Kemberly D. Oco	Administrative Officer II	Kalabaylabay IS
35	Samantha M. Racho	Administrative Officer II	Kibonbon ES
36	Ricca Stephanie E. Oco	PDO I	Molugan CS
37	Edjie P. Dagopioso	Administrative Officer II	Molugan NHS
38	Leabeth P. Salva	Administrative Officer II	Molugan NHS
39	Lovely Joy Catane	Administrative Officer II	PSB ES
40	Jon Louis O. Dacoco	Administrative Officer II	Sambulawan ES
41	Adrian Gabriel D. Labadan	Administrative Officer II	Sambulawan NHS
42	Nishi M. Abratiguin	PDO I / AO II	Sinaloc ES
43	Ruby Flor M. Sinco	Administrative Officer II	Sinaloc NHS
44	Eulita M. Castillo	Administrative Officer II	Taytay ES

45	Rosa Maria M. Rebusto	Administrative Officer II	Ulaliman ES
46	Maricel B. Jangao	Accountant III	Accounting Office
47	Sheila Mae B. Acero	Administrative Officer II	Accounting Office
48	Jan Francis L. Galarrita	Administrative Assistant III	Accounting Office
49	Jenilyn A. Magnaong	Administrative Assistant III	Accounting Office
50	Mariela B. Paisano	Administrative Assistant III	Accounting Office
51	Alyssa Kristine M. Quitoriano	Administrative Assistant III	Accounting Office
52	Stephanie P. Saligumba	Administrative Officer V	Budget Office
53	Maribel C. Edmilao	Administrative Assistant III	Budget Office
54	Rose Ann P. Igloria	Administrative Aide VI	Budget Office
55	Sherrie R. Dungog	Information Technology Officer I	OSDS-ICT
56	Eleonor R. Isiderio	Administrative Officer IV	OSDS-Records
57	Rizan L. Sardane	Administrative Officer IV	OSDS-Cashier
58	Michael Aries Quinto	Administrative Aide VI	OSDS-Cashier
59	Alan T. Saculingan	Administrative Officer IV	OSDS-Supply
60	Harold P. Calubag	Administrative Assistant I	OSDS-Supply
61	Rhino Y. Perez	Attorney III	OSDS-Legal
62	Christian Anthony Esclamado	Legal Assistant I	OSDS-Legal
63	Felanie Marie A. Lim	Administrative Officer IV	OSDS-Personnel
64	Kenneth Angel B. Guillena	Administrative Officer II	OSDS-Personnel
65	Randy Rhys U. Capistrano	Administrative Assistant III	OSDS-Personnel
66	Remy Jane M. Markinez	Administrative Assistant III	OSDS-Personnel
67	Rodrigo Jr. N. Valmoria	Administrative Officer IV	OSDS-BAC
68	Apple Kieth B. Arangoso	Administrative Officer II	OSDS-BAC
69	Therese Charmaine Y. Estaño	Administrative Assistant III	OSDS-BAC
70	Gilyn D. Quimson	Job Order	OSDS-BAC
71	Jeffrey M. Martinez	Administrative Officer V	OSDS-Admin
72	Jerome Glenn M. Suguilon	Administrative Aide VI	OSDS-Admin
73	Mark Jasper O. Pagayon	Administrative Aide VI	OSDS-SDS Office
74	Gie Grace A. Ceasar	Administrative Aide VI	OSDS-ASDS Office

Enclosure No. 2 to Division Memorandum No. 370, s. 2026

PROGRAM MATRIX

Time	Activity/Topic	Facilitator/Lead
8:00 – 9:00 AM	Opening Program • National Anthem • Invocation • DepEd Quality Policy Statement • El Salvador City Hymn • Message	Program Management Team
9:00 – 10:30 AM	**Session 1: Understanding Workplace Stress: Types, Triggers, and Organizational Impact**	Irvin John R. Tagapulot
10:30 – 10:45 AM	Health Break	
10:45 – 12: 00 NN	**Session 2: Stress Management & Workplace Wellness / GAD Updates**	Marilou Y. Descallar
12:00 – 1:00 PM	Lunch Break	
1:00 – 2: 15 PM	**Session 3: Conquering Notification Fatigue and Digital Overload**	Sherrie R. Dungog
2:15 – 3:15 PM	**Session 4: Streamlined Writing, Less Anxiety: Applying DepEd Manual of Style (DMOS) Standards**	Carmille V. Gahay
3:15 – 3:30 PM	Health Break	
3:30 – 4:30 PM	**Session 5: Organizing Learning Resources for a Stress-free Working Environment**	Emelie G. Yubuco
4:30 – 5:00 PM	End-of-the-Day Evaluation	QAME Officers
	Closing Program	Program Management Team