Republic of the Philippines

Department of Education

REGION X - NORTHERN MINDANAO

SCHOOLS DIVISION OF EL SALVADOR CITY

DEPARTMENT OF EDUCATION
EL SALVADOR CITY: RECORDS SECTION
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DIVISION MEMORANDUM
NO. 398, s. 2026

UPDATES TO DIVISION MEMORANDUM NO. 370, S. 2026 RE: 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
Education Program Supervisors
All Public Secondary and Elementary School Heads
All Others Concerned

1. Relative to Division Memorandum No. 370, s. 2026 regarding the conduct of 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, this Office announces the updates of the participants as follows:

Original Identified Participants	Replacement /Designated Participant	Office/Station
Jeffrey M. Martinez	Geramie C. Barros	OSDS - Finance
Rodrigo Jr. N. Valmoria	Joy B. Entia	OSDS- Records

2. All other provisions of **Division Memorandum No. 370, s. 2026** shall remain in effect.

3. The Memorandum also serves as the **Official Authority to Travel** of the participants.

4. Moreover, 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.

5. Immediate and wide dissemination of this Memorandum is hereby directed.

RANDOLPH B. TORTOLA
Schools Division Superintendent

*To be indicated in the **Perpetual Index** under the following subjects:*
OPDNTP TRAINING PROGRAMS

SGOD/HRD/cdg