Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

May 17, 2022

DIVISION MEMORANDUM
No 277 S. 2022

To: All Division Office Personnel
This Division

DIVISION ORIENTATION ON PSYCHOLOGICAL FIRST AID, HEALTH AND WELLNESS (A GENDER AND DEVELOPMENT ACTIVITY) CUM DISRIBUTION OF WELLNESS KIT TO ALL THE DIVISION OFFICE PERSONNEL

1. This Office will conduct a Division Orientation on Psychological First Aid, Health and Wellness cum Distribution of Wellness Kits to all the personnel of DepEd Misamis Oriental Division on May 26-27, 2022 at Midway White Beach Resort, Initao, Misamis Oriental.

2. All are requested to join the said activity.

3. Wide dissemination with this Memorandum is directed.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS	PROGRAMS
POLICY	PROJECTS
SCHOOLS	

SGOD, SMN- CATHY

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DIVISION ORIENTATION ON PSYCHOLOGICAL FIRST AID, HEALTH AND WELLNESS (A GENDER AND DEVELOPMENT ACTIVITY) CUM DISRIBUTION OF WELLNESS KIT TO ALL THE DIVISION OFFICE PERSONNEL

May 26-27, 2022
Midway White Beach Resort, Initao, Misamis Oriental

TIME	ACTIVITY	PERSON IN-CHARGE
Day 1 8:00am – 9:30am	Travel Time (Van)	Ms Felly Quezon Mr. Jeffery Guanzon Ms Jennifer Ariasa Ms Michelle Migabon
9:30am- 10:00am	Registration	Ms. Eva Dela Peña Ms. Cindy Karl Dela Peña Carmen Lourdes Madrid Ms. Mercy Aguilar Ms. Maricar D. Pabatao
10:00am – 10:30am	Preliminaries: - Invocation - National Anthem - Welcome Remarks - Statement of Purpose - Message	 Dr. Erlinda G. Dael, PhD., CESE OIC Asst. Schools Div. Superintendent Dr. Maria Teresa M. Absin, PhD. Chief, SGOD Jonathan S. Dela Peña, PhD.,CESO V Schools Division Superintendent
10:30am-12:00 nn	(Topic 1) Investment (Health and Wellness)	Ronjie C. Rosete, PhD HT-III – MAPEH Dept MOGCHS
12:00nn – 1:30pm	LUNCH BREAK	
1:30-4:00pm	Wellness Activity Zumba Team Building	Ronjie C. Rosete, PhD HT-III – MAPEH Dept MOGCHS Jennifer D. Santiago MT-I MOGCHS Marie Diamond C. Alonsabe T1 MOGCHS

TIME	ACTIVITY	PERSON IN-CHARGE
Day 2 6:00am – 8:00 am	Breakfast	
6:00am to 11:00am	FBS Testing Cholesterol Testing Uric Acid Testing	Vida C. Suganob, M.D Medical Officer III Select DepEd MisOr Nurses
11:00am – 12:00nn	Distribution of Wellness kits	Ms. Eva Dela Peña Ms. Cindy Karl Dela Peña Carmen Lourdes Madrid Ms. Mercy Aguilar Ms. Maricar D. Pabatao
12:00nn – 1:30 pm	**LUNCH BREAK**	
1:30 pm – 2: 50pm	(Topic 2) Uric Acid and its Effect to our Health	Vida C. Suganob, M.D. Medical Officer III
2:50 pm – 3:00 pm	Closing Remarks	Cydel P. Valmores, PhD OIC CID Chief
3:00pm onwards	Travel Back to CDO (VAN)	Ms Felly Quezon Mr. Jeffery Guanzon Ms Jennifer Ariasa Ms Michelle Migabon

EMAN F. LACHICA, PhD.
Host

WORKING COMMITTEES

COMMITTEES	PERSONNEL INVOLVED	TASKS
Overall Head, TWG	Chairperson: Catherine Anne S. Balanay Chairperson: Eva Dela Peña Members: Maricar D. Pabatao Cindy Karl Dela Peña	Prepares the following documents relative to the conduct of the activity: a. Training Design b. Activity Design c. Arrangement of the Venue d. Prepares terminal reports of the Activity e. Troubleshoots problem areas
Program and Invitation	Chairman : Eman F. Lachica Member Carmen Lourdes Madrid Christine H. Cabiasa Maricar D. Pabatao	a. Prepares the Opening and Closing Program b. Coordinates with the Registration Committee on the number of participants c. Invites resource persons and delivers letters of invitation to the concerned persons
Registration / Food / Transportation	Chairman: Eva Dela Peña Co-chairman Arlene C. Valmores Members Mercy Aguilar Jeffrey Guanzon Carmen Lourdes Madrid Felly Quezon Jennifer C. Ariasa Michelle L. Migabon Maricar D. Pabatao	a. Ensures that all participants are registered b. Prepares Registration Form c. Submits attendance to the overall TWG d. Distribute Kits to the Participants e. Ensures that the food will be served on time f. Ensures the availability of transportation for all the participants
Decoration	Chairman: Cheryl D. Ubalde Members ALS Initao North and South	a. Responsible for the decoration of the venue. b. Ensures that the venue is conducive for the training/ seminar

Documentation / Sound System / Technical Support	Creative Team	a. Documents the proceedings of the Opening program, break out sessions and closing program b. Takes charge of the sound system, projector, laptops, and other related functions c. Takes charge of the sound system, projector, laptop and other related functions
Awards / Token	Chairman : Arlene C Valmores Co Chair: Carmen Lourdes Madrid	a. Prepares the Certificate of Participation, Recognition and Token for the Speakers