



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

June 15, 2022

DIVISION MEMORANDUM
NO. 30, S. 2022

INTENSIFYING EMPLOYEES' WELFARE: BUILDING A MORE MEANINGFUL SUPPORT SYSTEM AT WORK THROUGH GENDER AND DEVELOPMENT (BATCH 1)

TO: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
FUNCTIONAL DIVISION CHIEFS
EDUCATION PROGRAM SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
SECTION AND UNIT HEADS
ALL OTHERS CONCERNED

1. This Office through the School Governance and Operations Division- Planning and Research Section in coordination with the Human Resource and Development Unit announces the conduct of training on **"Intensifying Employees' Welfare: Building a more meaningful support system at work through Gender and Development"** for Calendar Year 2022 for division office personnel in two (2) batches. The first batch will be on July 21-23, 2022, venue to be announced later. The schedule, venue and participants for the second batch shall be announced in a separate memorandum.
2. The Gender and Development Program Implementation is one of the highlights of continuous Learning, Development, and Organizational fitness towards excellent frontline & office services. This mandate is spelled out in RA 8174 (1996 GAA) which requires all government agencies to set aside at least 5% of their annual budget for the implementation gender-related activities. As mandated by Civil Service Commission and the Department of Budget Management under our 4 Pillars of Organizational Milestone Program Implementation, thus this 3-day training for the first batch is hereby proposed with the following training objectives:
 - a. Knowing Women's Empowerment,
 - b. Enhancing good to better communications,
 - c. Building a continuous network of excellent communicators and networkers, and
 - d. Enriching networks of mentors for effective, efficient, and productive work environment.
3. For the first batch, the list of participants, Program Implementation, Program Flow, Budget Matrices are hereby attached for reference.
4. Since July 23rd, 2022 is a Saturday, all personnel in actual attendance shall be eligible to claim for 1-day Compensatory Time-Off Credit (CTO).
5. For related queries and clarifications, you may contact JADE B. CALLEJA and MERIAM M. GUALDRAPA, both proponents of the GAD training through the following contact numbers: 09773512054; 09158423536.
6. Expenses incurred relative to the conduct of this activity shall be charged to Division GAD Funds inclusive of food, accommodation, transportation, training materials, tarp, and payment for contract of service of resource speakers & facilitators subject to usual accounting, procurement, and auditing rules and regulations.
7. For information, guidance, and compliance of all concerned.

MARIZA S. MAGAN, EdD, CESO V
Schools Division Superintendent

6/24/22
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ACTIVITY IMPLEMENTATION MATRIX
GENDER & DEVELOPMENT PROGRAM IMPLEMENTATION
 July 21-23, 2022 (Batch 1)

Date	Indicative Activity	Focal Person/In-charge
July 21, 2022	Day 1	
8:00-9:00 am	Registration	Imah Pertible, ADAS II
9:00 am-10am	Opening Program	_____ (Emcee)
10:00am-12:00 nn	Preliminaries Acknowledgement of Participants	AVP c/o Antonio Y. Dy Jr.
10:00am-12:00 nn	Opening Message Statement of Purpose	Dr. Meriam M. Gualdrapa, SEPS-HRD
1:00-3:30 pm	Women's Empowerment	SDS Dr. Mariza S. Magan, CESO V Jade B. Calleja, SEPS-P&R
3:30-5:00 pm	Simulation/Role Playing	(First Speaker)
3:30-5:00 pm	Simulation/Role Playing	Training Facilitators
July 22, 2022	Day 2	
8:00-9:00 am	Management of Learning	Emcee
9:00am-10:30 am	Enhancement of Communication Skills and Understanding of the Science of Networking	(2 nd Speaker)
10:30-12 nn	Simulation/Role Play	Training Facilitators
1:30:3:00 pm	Art of Making Meaningful Connection	(3rd Speaker)
3:00-5:00 pm	Simulation/Role Play	Training Facilitators
July 23, 2022	Day 3	
9:00 am- 11:00 am	Resource rich networks: finding a mentor and diversifying your office/organization	(4th Speaker)
11:00am- 12:00 nn	Simulation/Role Play	Training Facilitators
3:00-5:00 pm	Presentation of the GAD Activity Outputs and Impression	Selected Participants
3:00-5:00 pm	Ways Forward/ Closing Message	ASDS Edgar Y. Tenasas, CESO VI

BUDGETARY MATRIX
GENDER & DEVELOPMENT PROGRAM IMPLEMENTATION
July 21-23, 2022 (Batch 1)

Particulars	Unit & Price	Number of Pax/Days	Amount
Venue & Food for Live- In Activity (July 21-23, 2022)	1, 800.00	50x1,800.00x3	225, 000.00
With request for 5 Pax provision of Buffers (Other specifications as requirements for the conduct of this activity shall be itemized in the Purchase Request.			
Payment for Contract of Service for Resource Speakers	2,000.00	4	8,000.00
Training Materials	Assorted Office Materials to be used for the Training (Please see attached PR for the itemized details)	-	2, 300.00
Tarp	1,000.00	-	1,000.00
TOTAL:			236,300.00

CHARGED TO DIVISION GAD FUNDS

Prepared by:


JADE B. CALLEJA
SEPS-Planning & Research


MERIAM M. GUALDRAPA
SEPS-Human Resource & Development

Noted:


MELANI D. ESCOBARTE PhD
Chief Education Supervisor, SGOD

Allocation and Funds Available:


RODEL NAVAL
Budget Officer III


MA. NESSA HOMERES
Accountant III

APPROVED:


MARIZA S. MAGAN EdD, CESO V
Schools Division Superintendent

