



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

July 5, 2022

DIVISION MEMORANDUM

NO. 321, S. 2022

**INTENSIFYING EMPLOYEES' WELFARE: BUILDING A MORE MEANINGFUL SUPPORT SYSTEM AT WORK THROUGH GENDER AND DEVELOPMENT**

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 on July 21-23, 2022, venue to be announced later.
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 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. The list of participants, Program Implementation, Program Flow, Budget Matrices are hereby attached for reference.
4. Since July 23<sup>rd</sup>, 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

3/7/22  
10:31

**ACTIVITY IMPLEMENTATION MATRIX**  
**GENDER & DEVELOPMENT PROGRAM IMPLEMENTATION**  
 July 21-23, 2022

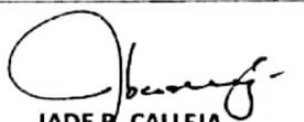
Date	Indicative Activity	Focal Person/In-charge
July 21, 2022	Day 1	
8:00-9:00 am	Registration	Imah Pertible, ADAS II
9:00 am-10am	Opening Program Preliminaries Acknowledgement of Participants	_____ (Emcee) AVP c/o Antonio Y. Dy Jr.  Dr. Meriam M. Gualdrapa, SEPS-HRD
10:00am-12:00 nn	Opening Message Statement of Purpose	SDS Dr. Mariza S. Magan, CESO V Jade B. Calleja, SEPS-P&R
1:00-3:30 pm	Women's Empowerment	(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 <sup>nd</sup> 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  Ways Forward/ Closing Message	Selected Participants  ASDS Edgar Y. Tenasas, CESO VI

**BUDGETARY MATRIX  
GENDER & DEVELOPMENT PROGRAM IMPLEMENTATION  
July 21-23, 2022**

Particulars	Unit & Price	Number of Pax/Days	Amount
Venue & Food for Live- In Activity (July 21-23, 2022)  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.	1,800.00	100x1,800.00x3	540,000.00
Transportation	700.00 (two-way)	100x700.00	70,000.00
Payment for Contract of Service for Resource Speakers	2,500.00	4	10,000.00
Training Materials	Assorted Training Materials to be used for the Training (Please see attached PR for the itemized details)	-	5,000.00
Tarp	1,000.00	-	1,000.00
<b>TOTAL:</b>			<b>626,000.00</b>

**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



**LIST OF PARTICIPANTS**

1	ABRIL, JESSICA M.	51	GALURA, NICETA L.
2	ALCARAZ, ANGELO V.	52	GARCIA, EMMANUEL A.
3	ALCÓBER, DAVID C.	53	GÓCELA, JYRA A.
4	ALVARINA, ROMMEL R.	54	GRANADA, JUDEE ANN
5	ANACTA, NIDA B.	55	GUALBERTO, MARITA R.
6	ANCHOJAS, FRANCISCO A.	56	GUALDRAPA, MERIAM
7	ANINAO, NANCY	57	GUARINO, JUNETH
8	ANTONI, DOROTHY K.	58	HUMERES, MA. NESSA L.
9	ARANDIA, JAIA GLAIZA N.	59	IGANA, JENNILIND R
10	ATOK, FLORO A.	60	JALAYAHAY, JENEVIEVE
11	AVILA, WARREN P.	61	JONGCO, LITA V.
12	BAAY, RANULFO	62	LAGUNZAD, JENNETH S.
13	BALAKKA, HAROLD S.	63	LANZA, RAFAEL S.
14	BADRINA, EVANGELINE J.	64	LIM, JULIET L.
15	BANZON, ARNULFO Q.	65	LUDEVICO, FLORENTINA P.
16	BARCIBAL, MARIBELLE O.	66	MACANIP, JAN JOSHUA I.
17	BAUTISTA, ANDREW TEOFILO	67	MACAPUGAS, MARDONIO B.
18	BOLPA, MANOLI TU	68	MACA IIMPAG, LYRA RUI H E.
19	BROSAS, NAISY M.	69	MAGAN, MARIZA S.
20	CABACABA, REY MAICO P.	70	MEDINA, MARLITO V.
21	CABALLES, ELVIRA	71	MENDROS, RACHEL
22	CABALONA, SONIA	72	MENIANO, VIOLETO
23	CABIOC, RODOLFO	73	MILITANTE, EVELYN
24	CABRIGAS, CHRISTIAN NOEL	74	MONSANTO, APOLONIO
25	CABRIGAS, GERNA	75	MONTES, REGINE
26	CADIONG, GRETEL LAURA M.	76	NAVAL, RODEL R.
27	CAGARA, JOHN MIACHEL	77	PAGATPAT, ANNIE
28	CAING, THERESE RACHELLE E.	78	PANCIPANCI, MA SOCORRO
29	CALLEJA, JADE B.	79	PANICAN, FE S.
30	CANDIZA, KIMBERLY JOY L.	80	PERTIBLE, IMAH L.
31	CONDE, ALVIN	81	QUIBAN, MARY PHOEBE C.
32	CORTAGA, ADORACION M.	82	RAMOS, PABLO R.
33	DAGALE, ROGER D.	83	REFUERZO, JANI ELYN
34	DE GUZMAN, LYNNA C.	84	RODRIGO, ABEGAILE B.
35	DELFIN, MA. LIZA E.	85	RODRIGUEZ, MARILYN A.
36	DELIVA, RIZZA P.	86	SABALLA, JULIENNE ROSE P.
37	DELOS SANTOS, DELILAH M.	87	SANTIZO, WILMA
38	DUMAS, MIGUEL JR. V.	88	SANTO, HELEN P.
39	DY, ANTONIO Y. JR.	89	SAVERET, CATHERINE M.
40	ECO, GILBERT	90	SUPERABLE, DONALD JAKE
41	EDER, NILO B.	91	SUPERABLE, SUSAN M.
42	ENVERZO, LORNA	92	TAMAYO, MARK CHESTER ANTHONY G.
43	ESCOBARTE, CHARLEMAGNE T.	93	TAPIENGCO, JOSEFINA G.
44	ESCOBARTE, MELANI D.	94	TENASAS, EDGAR Y.
45	EVAL, EMMA A.	95	TIJANO, CHRISTITA A.
46	FUENTES, BRYAN	96	TORRES, CARMELA E.
47	FUENTES, MA. TERESA	97	VILLAMOR, CRISVILL
48	GABISAY, JENNITH II S.	98	VILLAS, MICHELLE
49	GABRINO, MONINA E.	99	WANIWAN, FILIETA W
50	GALOS, GREG L.	100	ZANORIA, GRACE C.

  
**JADE BAUTISTA CALLEJA**  
 Senior Education Program Specialist  
 Planning & Research Unit