



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM

No. 963, s. 2025

**TOGETHER IN MIND AND HEART: FOSTERING GENDER-INCLUSIVE
AND MENTALLY HEALTHY WORKPLACE IN SDO VIGAN CITY**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
All SDO Proper Personnel

1. Pursuant to DepEd Order No. 32, s. 2017, otherwise known as the Gender Responsive Basic Education Policy mandates to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination and human rights in the provision and governance of basic education to ensure access to quality basic education for all.
2. Anent this, a two-day capacity building activity titled **Together in Mind and Heart: Fostering Gender-Inclusive and Mentally Healthy Workplace in SDO Vigan City** shall be conducted on **December 18-19, 2025** at **Plaza Del Norte Hotel and Convention Center- Keeners, Inc., Laoag City, Ilocos Norte**.
3. The capacity-building activity aims to increase awareness and understanding of mental health, including ways to manage stress and support one another and promote a healthy and supportive work environment where employees can grow, stay motivated, and turn challenges into opportunities for improvement.
4. Participants are all SDO Proper personnel.
5. All concerned personnel are advised that the call time on December 18, 2025, is scheduled at 5:30 a.m., with departure promptly at 6:00 a.m. The return travel to Vigan City shall commence on December 19, 2025, at 6:00 p.m. All participants are expected to strictly observe the stated schedule.
6. Enclosed are the following:
 - a. *Enclosure 1* - Reminders for the Activity
 - b. *Enclosure 2* - Program of Activities
 - c. *Enclosure 3* - Room Assignments
 - d. *Enclosure 4* - Vehicle Assignment List
7. This serves as Authority to Travel of all the participants of the activity.
8. Immediate dissemination of this Memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent

Encl: As stated
Reference: DepEd Order No. 32, s. 2017

To be indicated in the Perpetual Index under the following subject:
GENDER-INCLUSIVE MENTAL HEALTH

SGOD/HRD/pgt/DM_SDOCADActivity
December 10, 2025



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedviganacity.com

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Enclosure 1, Division Memorandum No. 963, s. 2025

REMINDERS

1. All participants should be in the Division Office on December 18, 2025 at 5:30 AM with departure at 6:00 AM, while travel back to Vigan City will be on December 19, 2025, at 6:00 PM.
2. Bring pen and journal (old notebooks).
3. Please be reminded to bring attire appropriate for the *Winter Wonderland* theme for the Socials Night on Day 1, as well as comfortable clothing that will allow you to move freely during the activities throughout the 2-day event.



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Enclosure 2, Division Memorandum No. 963, s. 2025

PROGRAM OF ACTIVITIES

- I. Title of Training: **Together in Mind and Heart: Fostering Gender-Inclusive and Mentally Healthy Workplace in SDO Vigan City**
 II. Date of Implementation: **December 18 - 19, 2025**
 III. Venue: **Plaza Del Norte Hotel and Convention Center - Keeners, Inc., Laoag City, Ilocos Norte**

Time	Activity/Learning Goal
Day 1	
5:30 AM	Call Time
6:00 - 8:00	Travel to Plaza Del Norte Hotel and Convention Center - Keeners, Inc., Laoag City, Ilocos Norte
8:00	Registration
8:30	Opening Program
	National Anthem AVP
	Prayer AVP
	Opening Remarks Annie D. Pagdilao, EdD, CESO VI Asst. Schools Division Superintendent
	Message Vilma D. Eda, CESO V Schools Division Superintendent
9:00	Orientation and Introduction <ul style="list-style-type: none"> Overview and Workshop Objective Foundations: Be-Do-Have / Principles / Habits & Beliefs Ground rules To reach an agreement on goals and methodologies
10:00	Arriving and ice-breakers
10:30	Count off or Infinite Circle Processing: Habit of Choice, Habit of Vision, Habit of Integrity & Execution
11:30	Break (Journal +effective & -Ineffective habits: realizations)
12:00	LUNCH and Check In
1:00	Paper Tear Processing: Habit of Mutual Understanding
2:00	Albert Mehrabian Communication Activity
3:00	Break (Journal +effective & -Ineffective habits: realizations)
3:30	Maze Activity Processing: Habit of Mutual benefit Abundance vs. Scarcity/win-win agreements & systems
4:30	Language of love Assignment Affirm 5 people
5:00 onwards	Team Building Activities
Day 2	
8:00 AM	Review of Learning and Highlights
8:30	Warm-up
9:00	Team Challenge (Indoor or Outdoor activity)
11:00	Group reflection/sharing Discoveries about self & team
12:00	LUNCH and Check Out
1:00 PM	Habit of Creative Cooperation Value and celebrate the differences - Diversity, Equity, and Inclusion
2:00	Mauritius (Video clip on synergy)
2:30	Break
3:00	Tug-o-string
3:30	Habit of Renewal Actionable commitment in Fostering Gender-Inclusivity and a Mentally Healthy Workplace in SDO Vigan

4:30 – 5:00	Closing Program	
	Nationalistic Song	AVP
	Prayer	AVP
	Training Impressions	Selected Participants
	Awarding of Certificates	
	Closing Remarks	Rodrigo Q. Reyes Jr. Chief Education Supervisor, SGOD
5:00 - 5:30	Pack Up	
6:00 - 8:00	Travel back to SDO Vigan City	

Moderator: **Alimar Ablog**, Education Program Specialist II



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Enclosure 4, Division Memorandum No. 963, s. 2025

VEHICLE ASSIGNMENT LIST

PARTAS (44)	GRANDIA (7)
1. Marie Christine L. Natividad	1. Nestor Pascua
2. Rodrigo Q. Reyes Jr.	2. Lloyd Ancheta
3. Amelyn Abella	3. Vilma D. Eda
4. Elsie Amorin	4. Annie D. Pagdilao
5. Pelagio Cardenas	5. Daisy Ancheta
6. Solito Cortel	6. Atty. Kim Tagorda
7. Peter John Frial	7. Cherry Joy Garma
8. Edgar Pescador	
9. Rommel Rabo	OLD COMMUTER (10)
10. Clarito Siababa	1. Herman Arruejo
11. Susiemar Rapisura	2. Dennis Suero
12. Racquel Follante	3. Mary Joy Suero
13. Aurelyn Fieldad	4. Sherelyn Riodil
14. Alimar Ablog	5. Reymalin Llanes
15. Laurence Agtutubo	6. Greatest Yeng Molina
16. Nenita Alviar	7. Allan Barrientos
17. Jayson Domingo	8. Aldrich Quiocho
18. Ferdinand Flores	9. Mary Grace Nemedez
19. Rosjayne Mey Gandeza	10. Clarence Pe Benito
20. Giro Anthony Flandez	
21. Janne Armie D. Adriatico	NEW COMMUTER (9)
22. Christopher Michael Gasmen	1. Robert Pastor
23. Jackielyn Fernandez	2. Eric Tapat
24. Marie Grace Corpuz	3. Princess Torricer
25. Ademar Paeta	4. Felipa Regaspi
26. Carlo Jigg Portugal	5. Nelson Robiñol
27. Vincent Jude Rosales	6. Angelene Itchon
28. Vanessa Sinogo	7. Reynabel Amin
29. Jinky Joy Alejo	8. Florabel Rafanan
30. Ruth Ramos	9. Milagros Paz
31. Diane Frio	
32. Winston Pila	
33. Aphrodite Hope Martinez	
34. Ted Cliexzle Aurellado	
35. Gloria Cabotaje	
36. Laurie Angela Agati	
37. Arlyn Batulan	
38. Maria Korynne Taborda	
39. Sherwin Fabre	
40. Reynabel Amin	
41. Jaylord Arsitio	
42. Nicole Anne Bornales	
43. Cherry Lyn Marcos	
44. Ben John Lazo	





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Enclosure 3, Division Memorandum No. 963, s. 2025

ROOM ASSIGNMENTS

DELUXE QUEEN (1)	DELUXE TWIN (1)	DELUXE QUEEN w/ Roll Away Bed (1)
Martin Dick Semilla Maria Angelita Semilla	Vilma D. Eda	Annie D. Pagdilao Marie Christine Natividad Elsie Amorin
DELUXE TWIN w/ Roll Away Bed (1)	DELUXE TWIN w/ Roll Away Bed (2)	DELUXE TWIN w/ Roll Away Bed (3)
Felipa Regaspi Amelyn Abella Racquel Follante	Rodrigo Reyes Jr. Pelagio Cardenas Peter John Frial	Edgar Pescador Solito Cortel Clarito Siababa
DELUXE TWIN w/ Roll Away Bed (4)	DELUXE TWIN w/ Roll Away Bed (5)	DELUXE TWIN w/ Roll Away Bed (6)
Atty. Kim Tagorda Rommel Rabo Nelson Robiñol	Susiemar Rapisura Mary Joy Suero Gloria Cabotaje	Princess Torricer Aurelyn Fieldad Aphrodite Hope Martinez
DELUXE TWIN w/ Roll Away Bed (7)	DELUXE TWIN w/ Roll Away Bed (8)	STANDARD TWIN (1)
Cherry Joy Garma Arlyn Batulan Laurie Angeli Agati	Maria Korynne Taborda Sherelyn Riodil Reymalin Llanes	Jinky Joy Alejo Diane Frio
STANDARD TWIN (2)	STANDARD TWIN (3)	STANDARD TWIN (4)
Vanessa Sinogo Greatest Yeng Molina	Jackielyn Fernandez Mary Grace Nemedez	Nestor Pascua Dennis Suero
STANDARD TWIN (5)	STANDARD TWIN (6)	STANDARD TWIN (7)
Herman Arruejo Robert Pastor	Jayson Domingo Carlo Jigg Portugal	Nicole Anne Bornaes Cherry Lyn Marcos
STANDARD TWIN (8)	STANDARD TWIN (9)	STANDARD TWIN (10)
Daisy Ancheta Lloyd Ancheta	Reynabel Amin Janne Armie D. Adriatico	Partas Drivers (2)
STANDARD DOUBLE DOUBLE (1)	STANDARD DOUBLE DOUBLE (2)	STANDARD DOUBLE DOUBLE (3)
Sherwin Fabre Ted Cliexzle Aurellado Jaylord Arsitio Ben John Lazo	Alimar Ablog Laurence Agtutubo Adelmar Paeta Vincent Jude Rosales	Christopher Michael Gasmen Eric Tapat Aldrich Quiocho Allan Barrientos
STANDARD DOUBLE DOUBLE (4)	STANDARD DOUBLE DOUBLE (5)	STANDARD DOUBLE DOUBLE (6)
Florabel Rafanan Nenita Alviar Angelene Itchon Clarence Pe Benito	Mark Allen Sinogo Ferdinand Flores Winston Pila Giro Anthony Flandez	Rosjayne Mey Gandeza Marie Grace Corpuz Ruth Ramos Milagros Paz





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35. Gloria Cabotaje	
36. Laurie Angela Agati**	
37. Arlyn Batulan**	
38. Maria Korynne Taborda**	
39. Sherwin Fabre	
40. Reynabel Amin	
41. Jaylord Arsitio	
42. Nicole Anne Bornales	
43. Cherry Lyn Marcos	
44. Ben John Lazo	

Legend:

- * - Driver
- ** - Welfare Officer

