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

Office of the Schools Division Superintendent

13 JUL 2026

DIVISION MEMORANDUM

No. 538, s.2026

CAPACITY BUILDING AND WELLNESS FORUM: PROMOTING EMPLOYEE WELL-BEING AND ORGANIZATIONAL EFFECTIVENESS

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CID and SGOD)
All Public Elementary and Secondary School Heads
All Other Concerned

1. In line with the Department's commitment to promoting the physical, mental, and psychosocial well-being of its personnel pursuant to **Republic Act No. 11036 (Mental Health Act)**, this Office announces the conduct of the **Capacity Building and Wellness Forum: Promoting Employee Well-Being and Organizational Effectiveness** to be held on **July 21-22, 2026** at **Guang Ming Chan Monastery, Silang, Cavite**.
 2. The activity aims to promote mental wellness, values formation, ethical leadership, mindfulness, emotional resilience, and organizational effectiveness among DepEd personnel through experiential learning and wellness activities.
 3. The participants to this activity are the **select DepEd Regional Office officials, Schools Division Office personnel, and School Heads from the Schools Division of Vigan City**, whose names are reflected in **Enclosure 1 (List of Participants)**.
 4. All participants are requested to observe the following travel arrangements:
 - **Date of Departure: July 20, 2026 (Monday)**
 - **Departure Time: 10:00 P.M.**
 - **Assembly Area: DepEd Schools Division Office of Vigan City**
- Participants are requested to report to the assembly area **not later than 9:30 P.M.** for attendance checking, loading of luggage, and pre-departure briefing. The return trip shall commence on **July 23, 2026**, following the conclusion of the activity.
5. The following documents are attached for the guidance of all concerned:
 - **Enclosure 1** – List of Participants
 - **Enclosure 2** – Activity Matrix
 - **Enclosure 3** – Itinerary of Travel
 6. To ensure the comfort and convenience of all participants throughout the activity, everyone is advised to bring the following personal necessities:
 - Personal sanitary products and toiletries;
 - Towel;
 - Reusable water bottle;



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.depedviganity.com

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- Personal medications, if any; and
- Other personal essentials needed during the four-day activity.

Participants are likewise reminded to observe proper decorum, maintain cleanliness, and actively participate in all scheduled sessions and activities.

7. Traveling and other authorized expenses relative to the participation in this activity shall be charged against available local funds, subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of and compliance with this Memorandum are desired.

VILMA D. EDA, CESO V
Schools Division Superintendent





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Enclosure 1, Division Memorandum No. 538, s. 2026

LIST OF PARTICIPANTS

Capacity Building and Wellness Forum: Promoting Employee Well-Being and Organizational Effectiveness
Silang, Cavite

PROJECT MANAGEMENT TEAM			
	Name	Position	
Consultant	Vilma D. Eda, CESO V	Schools Division Superintendent	
	Annie D. Pagdilao	Asst. Schools Division Superintendent	
Project Manager	Rodrigo Q. Reyes, Jr.	Chief Education Supervisor, SGOD	
Asst. Project Managers	Cherry Joy D. Garma	Senior Education Program Specialist	
	Alimar C. Ablog	Education Program Specialist II	
QAME	Racquel Follante	School Principal II	
LIST OF PARTICIPANTS			
Name		Position	School/Office
SDO Personnel			
1.	Vilma D. Eda	Schools Division Superintendent	Division Office, OSDS
2.	Annie D. Pagdilao	Asst. Schools Division Superintendent	Division Office, OSDS
3.	Rodrigo Q. Reyes, Jr.	Chief Education Supervisor	Division Office, SGOD
4.	Marie Christine Natividad	Chief Education Supervisor	Division Office, CID
5.	Felipa T. Regaspi	Education Program Supervisor	Division Office, CID
6.	Nelson A. Robinio	Education Program Supervisor	Division Office, CID
7.	Pelagio F. Cardenas	Education Program Supervisor	Division Office, CID
8.	Peter John Frial	Education Program Supervisor	Division Office, CID
9.	Atty. Kim R. Tagorda	Attorney III/Legal Officer	Division Office, OSDS
10.	Daisy C. Ancheta	Administrative Officer V	Division Office, OSDS
11.	Cherry Joy D. Garma	Senior Education Program Specialist	Division Office, SGOD
12.	Aphrodite Hope E. Martinez	Senior Education Program Specialist	Division Office, SGOD
13.	Alimar C. Ablog	Education Program Specialist II	Division Office, SGOD
14.	Racquel Follante	School Principal II	Division Office, SGOD
15.	Susiemar M. Rapisura	Education Program Supervisor	Division Office, SGOD
16.	Sherylyn Riodil	Administrative Officer IV	In lieu of the EPSs who have scheduled training in NEAP on Alignment of Classroom and National Assessment.
17.	Greatest Yeng Molina	Administrative Officer IV	
18.	Eric Tapat	ITO	
19.	Arlyn Batulan	Medical Officer	





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Schools (Elementary and Secondary)		
20. Raymond J. Florendo	School Principal I	Ayusan-Paoa Elementary School
21. Rosario A. Organo	School Principal II	Bulala-Paratong Elementary School
22. Eric A. Bilgera	School Principal I	Governor Evaristo Singson Ii Memorial School
23. Azenith A. Ramos	School Principal I	Mindoro Elementary School
24. Avelina T. Alon	School Principal III	Salindag, Pong-Ol, Barraca Elementary School
25. Leticia A. Pugrad	School Principal II	Tamag Elementary School
26. Ana A. Castor	School Principal IV	Vigan Central School
27. Vivian T. Del Castillo	School Principal I	Capangpangan Elementary School
28. Paulino B. Aninag Jr.	School Principal I	Jose Singson Elementary School
29. Maggie P. Aytona	School Principal I	Pantay Integrated School
30. Marinel T. Valdez	Head Teacher II	San Julian Elementary School
31. Dina Q. Rivad	School Principal II	Burgos Memorial School East
32. Nora P. Paroligan	School Principal IV	Cabaroan-Cabalangegan Elementary School
33. Royston F. Quidolit	School Principal I	Camangaan Elementary School
34. Richard A. Agtutubo	School Principal III	Nagsangalan Elementary School
35. Grace F. Castañeda	School Principal II	Raois Elementary School
36. Lany Q. Corpuz	School Principal I	Rugsuanan-Puroc Elementary School
37. Editha C. Bagcal	School Principal IV	Ilocos Sur National High School
38. Salvador S. Avisa	Assistant Principal II	Vigan National High School East
39. Anita R. Presto	School Principal IV	
40. Glenn U. Tadena	School Principal I	Vigan National High School West
41. Pablo B. Bañaga	Head Teacher II	
42. Karen Frando	School Principal II	Burgos West Elementary School
Regional Office		
43. Maria Teresa M. Bautista	Chief Education Supervisor	HRDD
44. Abigail A. Cabilin	Education Program Specialist II	HRDD/ RO Focal
45. Kathleen May M. Bautista	Senior Education Program Specialist	NEAP R1
46. Herminia F. Anwoju	Teaching Credentials Evaluator II	ADMIN. Division





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47. Roderick R. Castillo	Education Supervisor	Program	FTAD
48. Maricar D. Nieva	Admin. Assistant I		QAD
49. Maricris Rimas	Nutritionist Dietician II		ESSD
50. Stephanie Alyssa T. Montemayor	Planning Officer III		PPRD





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Enclosure 2, Division Memorandum No. 538, s. 2026

ACTIVITY MATRIX

Capacity Building and Wellness Forum: Promoting Employee Well-Being and Organizational Effectiveness

Venue: Guang Ming Chan Monastery, Silang, Cavite

Participants: 50 DepEd Personnel

Activity/Date	Specific Activities	Timeline	Person/s In-Charge
Pre-Activity Preparation	Coordination with Guang Ming Chan Monastery and confirmation of schedule	1 month before	SEPS-Social Mobilization and Networking
	Finalization of the List of Participants	1 month before	SEPS-Social Mobilization and Networking
	Preparation and approval of Division Memorandum	3 weeks before	SGOD Chief / SEPS-SocMob
	Transportation and accommodation arrangements	2 weeks before	Administrative Officer / Supply Officer
	Preparation of travel documents and authority to travel	1 week before	Administrative Unit
	Final orientation and briefing of participants	1 week before	SEPS-SocMob
July 20, 2026	Travel Time (departure from Vigan City to Silang, Cavite)	10:00PM	Program Management Team
July 21, 2026 (Day 1 Activities)	Registration and accommodation assignment	7:30 AM	Registration Committee
	Opening Program and Orientation	8:30 AM – 11:30 AM	Monastery Facilitators / SEPS-SocMob
	Silent Meal and Walking Meditation	11:30 AM – 12:30 PM	Monastery Facilitators
	Reflection and Journal Writing	12:30 PM – 2:00 PM	Program Facilitators
	Calligraphy Writing Session	2:00 PM – 3:30 PM	Monastery Facilitators
	Nature Walk	3:30 PM – 5:00 PM	Monastery Facilitators
	Silent Meal	5:30 PM – 6:30 PM	Monastery Facilitators





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Activity/Date	Specific Activities	Timeline	Person/s In-Charge
	Evening Meditation	7:00 PM – 8:00 PM	Monastery Facilitators
July 22, 2026 (Day 2 Activities)	Morning Prayer/Chanting	6:00 AM – 6:30 AM	Monastery Facilitators
	Nature Bathing/Yoga/Tai Chi	6:30 AM – 7:30 AM	Monastery Facilitators
	Breakfast	7:30 AM – 8:30 AM	Monastery Facilitators
	Session on Spirituality in the Workplace	8:30 AM – 10:00 AM	Resource Speakers / Monastery Facilitators
	Workshop: Program Design for Self and Workplace Improvement	10:00 AM – 11:30 AM	Workshop Facilitators
	Group Presentation	11:30 AM – 12:00 NN	Participants / Facilitators
	Lunch	12:00 NN – 1:00 PM	Monastery Facilitators
	Closing Ceremonies and Awarding of Certificates	1:30 PM – 2:00 PM	Program Management Team
	Return Travel (from Silang, Cavite to Vigan City)	5:00 PM	Program Management Team
Post-Activity	Submission of terminal report and documentation	Within 5 days after activity	SEPS-SocMob
	Evaluation and assessment of participants' feedback	Within 5 days after activity	Monitoring and Evaluation Team
	Submission of accomplishment report to SDS	Within 10 days after activity	SEPS-SocMob





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Enclosure 3, Division Memorandum No. 538, s. 2026

PROPOSED 2-DAY Capacity Building and Wellness Forum: Promoting Employee Well-Being and Organizational Effectiveness Guang Ming Chan Monastery, Silang, Cavite

DAY 1 – ARRIVAL, ORIENTATION, AND SELF-REFLECTION

Time	Activity
7:30 AM – 8:00 AM	Arrival and Registration
8:00 AM – 8:30 AM	Breakfast
8:30 AM – 9:00 AM	Opening Program and Welcome Remarks
9:00 AM – 11:30 AM	Orientation and Dharma Talk: Understanding Temple Life and Mindfulness
11:30 AM – 12:30 PM	Silent Meal and Walking Meditation
12:30 PM – 1:30 PM	Personal Reflection and Journal Writing
1:30 PM – 2:00 PM	Break
2:00 PM – 3:30 PM	Calligraphy Workshop: Cultivating Patience, Focus, and Creativity
3:30 PM – 5:00 PM	Nature Walk and Mindful Observation
5:00 PM – 5:30 PM	Personal Time / Preparation for Evening Activities
5:30 PM – 6:30 PM	Silent Dinner
6:30 PM – 7:00 PM	Evening Reflection
7:00 PM – 8:00 PM	Guided Meditation Session
8:00 PM – 8:30 PM	Sharing of Insights and Closing Reflection for the Day
8:30 PM onwards	Rest and Lights Out

DAY 2 – SPIRITUAL WELL-BEING AND PROFESSIONAL GROWTH

Time	Activity
6:00 AM – 6:30 AM	Morning Prayer and Chanting (Optional)
6:30 AM – 7:30 AM	Nature Bathing, Yoga, or Tai Chi
7:30 AM – 8:30 AM	Breakfast
8:30 AM – 10:00 AM	Session 1: Spirituality and Well-Being in the Workplace
10:00 AM – 10:15 AM	Health Break





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Time	Activity
10:15 AM – 11:30 AM	Workshop: Designing a Personal and Workplace Wellness Action Plan
11:30 AM – 12:00 NN	Group Presentations and Commitments
12:00 NN – 1:00 PM	Lunch
1:00 PM – 1:30 PM	Synthesis of Learning and Retreat Evaluation
1:30 PM – 2:00 PM	Closing Ceremonies and Awarding of Certificates
2:00 PM onwards	Departure

