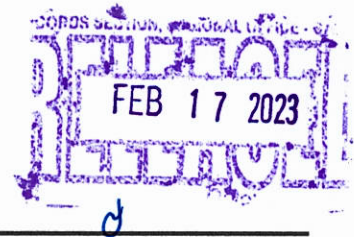




Republic of the Philippines
Department of Education
CARAGA REGION



February 06, 2023

OFFICE MEMORANDUM
HRDD – 2023 - 059

To: ASSISTANT REGIONAL DIRECTOR
FUNCTIONAL DIVISION CHIEFS
RO PERSONNEL
This Office

DEPED CARAGA REGIONAL OFFICE EMPLOYEE WELFARE
AND WELL-BEING PROGRAM

1. The Department of Education mandates the Employee Welfare Division of the Bureau of Human Resource and Organizational Development to provide a rights-and needs-based, holistic, and integrated approach in advancing and promoting the physical, mental, emotional, social, occupational, spiritual, financial and overall welfare and well-being of DepEd employees.
2. This program enables the DepEd employees to be satisfied and achieve their fullest potentials and capabilities.
3. The DepEd Caraga supports these objectives of the Department of Education and adheres to Section 36(2), Chapter 5, Subtitle A, Title I, Book V of Executive Order No. 292, the Administrative Code of 1987 which states that every Secretary or Head of the Agency shall take proper steps towards the creation of an atmosphere conducive to good supervisor-employee relations and the improvement of employee morale.
4. The conduct of the activities is pursuant to Civil Service Commission (CSC) Memorandum Circular No. 8, s. 2011 regarding the Reiteration of the Physical Fitness Program “Great Filipino Workout” in all government agencies.
5. This program also adheres to DepEd Order No. 32, s. 2017 re: Gender-Responsive Basic Education Policy. It is about integrating the principles of gender equality, gender equity, gender sensitivity, non-discrimination and human rights, in the provision and governance of basic education.
6. All other benefits both monetary and non-monetary highlighted in this program are spelled-out in DepEd Caraga Employee Handbook in adherence to the issuances of the Department of Education (DepEd), Civil Service Commission (CSC),



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2023-02-01528

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 8

and other oversight agencies relative to Employee Welfare and Wellness. A copy of which is already distributed to every RO Personnel.

7. The following are the existing activities under the DepEd Caraga Regional Office Employee Welfare and Well-Being Program with specific activity title, date, time and venue.

ACTIVITY	DATE	TIME	VENUE
Zumba Fitness Program	Every Monday of the Week	04:00 – 5:00 PM	RPSU Lobby
Interest Day	Every Friday of the Week	04:00 – 5:00 PM	Employee's Lounge (Music) Library (Indoor Games) Mini Gym (Physical Activities)
Physical Fitness	Monday-Friday	12:00NN – 01:00 PM (Before/After official duty)	Mini Gym (Beside ARD's room, 2 nd Floor)
Mass	Every first Friday of the Month	09:00–10:00AM	RPSU Lobby
Observance of Monthly Activities in line with the theme of the month	Every first Friday of the Month	10:00–12:00NN	To be arranged
	During Flag Ceremony	07:30-08:30AM	Regional Office Facade
Affirmation of DepEd Employees' Loyalty and Productivity	Every quarter	08:00-12:00NN	To be arranged

8. Attached are the following for guidance:
- a. List of Facilities under DepEd Caraga Regional Office Employee Welfare and Well-Being Program;
 - b. List of other Activities under DepEd Caraga Regional Office Employee Welfare and Well-Being; and
 - c. Copy of DepEd Caraga Employee Handbook.
9. All regional office personnel are encouraged to participate in the activities.
10. For your information and guidance.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: As stated
Reference/s: Section 36(2), Chapter 5, Subtitle A, Title I, Book V of Executive Order No. 292, the Administrative Code of 1987, Civil Service Commission (CSC) Memorandum Circular No. 8, s. 2011, DepEd Order No. 32, s. 2017
To be indicated in the Perpetual Index
under the following subjects:

ACTIVITIES AND PROGRAM	DOMAIN	EMPLOYEE WELFARE
------------------------	--------	------------------

HRD/jad
02/06/2023

List of Facilities under DepEd Caraga Regional Office Employee Welfare and Well-Being Program

FACILITY (LOCATION)	DESCRIPTION	DATE AND TIME	AVAILABLE EQUIPMENT
Employee's Lounge (In front of HRDD Office)	It is the perfect place where we can increase our interpersonal relationships that contribute creativity, productivity and teamwork within our workplace.	Monday-Friday Breaktime	• 5 Meters Assembled Instrument Cable • 5 Meters Assembled Cable Wire (mixer to amplifier) • 10 Meters Assembled Cable Wire (amplifier to subwoofer) • 61 Keys Keyboard Electric Guitar Fortune Paolowina Wood, Red • Bass Guitar Fortune Paolowina Wood Body • Keyboard Amplifier • Acoustic Passive Speaker • 12 Channels Console Mixer • Vocal Microphone
GAD Center (Near the Achieves Room at the back of the Quality and Assurance Division)	Through DepEd Order No. 32, s. 2017 entitled Gender-Responsive Basic Education Policy, the office commits to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination, and human rights, in the provision and governance of basic education. The GAD Center room in this building also serves as LACTATION ROOM, PRAYER ROOM and room	Monday – Friday 08:00 AM – 05:00 PM	• 2 Rattan Chairs • 6 Blue Rubber Mats • 2 Cooling Fans • GAD Reading Materials and Magazines

	for child minding and Committee on Decorum and Investigation (CODI) concerns.		
Mini Gym (Beside ARD's room)	Much of the time, DepEd Caraga regional employees spend long hours sitting at their desks while doing the work. This kind of behavior is likely to develop illnesses. Though it is the employee's responsibility to look after his/her health, the regional office has still vested interest in promoting a functional gym facility for everybody.	Monday to Friday 12:00NN – 01:00 PM (Before/After official duty)	• 3 Stationery Bikes • 3 Treadmills (Manual) • 4 Dumbbell (5 lbs) plastics • 1 Dumbbell (3 lbs) plastic • 1 Kettlebell (15 lbs) • 4 Weigh Straps (2 kg) • 3 Weigh Straps (2.5 kg) • 3 Sit-Up Benches • 3 Orbitrac Bike • 1 Weigh Strap (5 lbs) • 1 Chrome Dumbbell Set (20 kg) • 4 Dumbbells (2 lbs) • 3 Dumbbells (3 lbs) • 4 Dumbbells (4 lbs) • 4 Dumbbells (6 lbs) • 4 Dumbbells (8 lbs) • 4 Dumbbells (10 lbs) • 4 Kettlebells (7 lbs) • 3 Kettlebells (10 lbs) • 4 Kettlebells (15 lbs) • 4 Kettlebells (25 lbs) • 4 Kettlebells (30 lbs) • 4 Jumping Ropes • 5 Hand Grips • 4 Resistance Bands • 6 Yoga Mat (80cm x 185cm) • 4 Gym Balls • 4 Waist Twisting Discs • 4 Hula Hoops (80 cm) • 1 Bluetooth speaker with two microphones FOR INDOOR and OUTDOOR GAMES • 1 Chess Board • 1 Dart Board (18"x1 ½ board size)

			• 2 Dart Board Pin Sets • 1 Basketball Ball • 1 Basketball ring (standard) • 1 Volleyball Ball • 1 Volleyball Net • 4 Badminton Rackets • 2 Badminton Nets • 3 Shuttlecocks (1 tube, 12 pcs) • 2 Ping Pong racket (pair) • 3 Ping Pong Ball (1 box, 3 pcs)
--	--	--	--

List of other Activities under DepEd Caraga Regional Office Employee Welfare and Well-Being Program

DOMAIN	ACTIVITY
Physical Well-being	Annual Medical Check-up Free Medical and Dental Services
Mental and Emotional Well-being	Family Day/Teambuilding Bulawanong Sulô Bulawanong Pasidungog Needs-Based Capacity Building Activities Psychological First Aid and Psychosocial Support Services
Social Well-being	Family Day/Teambuilding Anniversary Celebration Christmas Celebration Participation to Interagency Activity
Occupational Well-being	Legal Advices and Notarial Services Participation to training on Occupational Safety
Spiritual Well-being	Moral Empowerment
Financial Well-being	Financial Literacy Advocates Capacity Building on Financial Literacy Pre-Retirement Innovation and Options for Results (PRIOR)

A Copy of DepEd Caraga Employee Handbook

