



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 October 2025

DIVISION MEMORANDUM
No. 724 s. 2025

**MENTAL HEALTH AT THE WORKPLACE: FROM BURN OUT TO BALANCE:
BOOSTING MOTIVATION AND MENTAL HEALTH THROUGH EFFECTIVE
TEAMWORK AND COLLABORATION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to the **RA 11306** establishing **Mental Health Policy** for the purpose of delivery of integrated mental health services, promotes overall mental wellness and ensure that individuals have access to the necessary support and resources to maintain mental health. The **School Health and Nutrition Unit-SGOD of the City Schools Division of The City of Tayabas** will conduct **Workshop for the SDO personnel entitled Mental Health at the Workplace: "From Burn Out to Balance: Boosting Motivation and Mental Health Through Effective Teamwork and Collaboration"** on **October 17, 2025, 8:00am - 5:00pm, 4th floor Buenaventura Alandy National High School.**
2. This activity aims to raising awareness, identifying individuals at risk, and facilitating access to treatment and psychosocial support.
3. Attached herewith are the enclosure 1: List of Participants (SDO Personnel /Medical team), Enclosure 2. Indicative Matrix of Activities and Enclosure 3: Program Management Team Terms of Reference,
4. For further queries and clarification, you may contact **Alelie A. Padillo** Nurse II at **09683858113** or alelie.padillo@deped.gov.ph
5. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge



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Encl.: As stated

Reference: RA 11306 An Act Establishing Mental Health Policy

To be indicated in the Perpetual Index

Under the following subject:

MENTAL HEALTH
SDO PERSONNEL

SGOD – mental health at the workplace: “from burn out to balance: boosting motivation and mental health through effective teamwork and collaboration”
SCHGNNPT-001171/October 15, 2025

Enclosure 1:

List of Participants

**October 17, 2025
8:00a.m.-12:00n.n.**

No.	Name	Designation/Position	Office/School
1	Herbert D. Perez	ASDS	OASDS
2	Imelda C. Raymundo	CES-SGOD	SGOD
3	Edwin R. Rodriguez	CES-CID	CID
4	Conrado C. Gabarda	AO V	OSDS
5	Benjamin A. Millares	AO V	OSDS
6	Dianah G. Tan	AO IV	OSDS
7	Grasiela L. Hernandez	AO IV	OSDS
8	Jennelyn M. Mirandilla	AO IV	OSDS
9	Mark Bryan F. Valencia	ITO I	OSDS
10	Dexter C. Cabuyao	ADA IV	OASDS
11	Armeen Krystel F. Zubieta	ADAS III	OSDS
12	Krizia Faye C. Dayapan	ADAS III	OSDS
13	Rhea Darleen G. Rada	ADAS II	OSDS
14	Angelique Joy H. Estole	ADA VI	OSDS
15	Natalio A. Panganiban Jr.	ADAS I	OSDS
16	Kathleen J. Dazo	AO II	OSDS
17	Eloissa Joy P. Herrera	AA III	OSDS
18	Leslie T. Valdeavella	AA III	OSDS
19	Olive G. Divinagracia	ADA VI	OSDS
20	Jedi Diah O. Catchuela	ADAS II	OSDS
21	Ericson D. Albis	ADAS VI	CID
22	Maria Corazon A. Borbon	EPS	SGOD
23	Montano L. Agudilla Jr.	SEPS SMME	SGOD
24	Joan Kathleen M. Brizuela	EPS II	SGOD
25	Marife R. Lagar	PO III	SGOD
26	Patrick Paul S. Cadavido	TA I	SGOD
27	Aren Krezel P. Abuel	ADA I	OSDS
28	Baby Joy D. Albos	ADA III	OASDS
29	John Frederick Q. Mendoza	ADA I	OSDS
30	Angela Faith M. Salazar	ADA I	OSDS
31	Kim Harold Z. Cabriga	ADA III	OSDS
32	Mark Joseph R. Collantes	DATA ANALYST	OSDS
33	Marvin M. Andaya	ADA I	OASDS
34	Enrique A. Cabuyao	ADA I	OSDS
35	Jerome A. Javin	DATA ANALYST	OSDS
36	Joanna Marie D. Delloson	ADA I	OSDS
37	Lara Kresthia T. Roxas	ADA I	OSDS
38	Carmelo A. Capistrano	ADA I	OSDS
39	Mary Margaret C. Quesea	ADA I	CID
40	John Oliver O. Marquez	ADA I	SGOD
41	Drioden G. Nuqui	GIP	SGOD
42	Prof. Fides Joyce D. Llegado	RESOURCE SPEAKER	SLSU
43	Marinesa A. Villamater	RGC III	LPIHS
44	Frenalyn B. Tabernilla	PDO I	TWCS I

45	Jobelle L. Maningas	PDO I	KALUMPANG ES
46	Ma. Theresa P. Eslacin	PDO II	TECS
47	Mila Rosa D. Pabularcon	PDO I	SPES
48	Sharlene V. Baer	NURSE II	LPIHS
49	Alelie A. Padillo	NURSE II	SGOD-SHNU
50	Mariles F. Contreras	NURSE II	SGOD-SHNU
51	Lailani T. Omlas	NURSE II	SGOD-SHNU
52	Meridean E. Oczon	TA I	SGOD-SHNU
53	Giovann S. Guano	ADA I	SGOD-SHNU
54	Justine N. Ranillo	ADA I	SGOD-SHNU

October 17, 2025
1:00p.m.-5:00p.m

No.	Name	Designation/Position	Office/School
1	Agnes M. Luzadas	ACCOUNTANT III	OSDS
2	Jeanette M. Buera	AO IV	OSDS
3	Joyce Ann P. Limbo	AO IV	OSDS
4	Arjoy C. Demandante	ADAS II	OASDS
5	Johnny N. Zafranco	ADA I	OSDS
6	John Marfin M. Tabaquero	ADAS III	OSDS
7	Vanzel B. Cuna	ADAS III	OSDS
8	Vincent B. Obciana	ADAS II	OSDS
9	Nathaniel G. Balbarosa	AO II	OSDS
10	Carmelo S. Salazar Jr.	ADA I	OSDS
11	Johanne Mae J. Razon	ADAS III	OSDS
12	Aeryll Z. Saberola	ADAS III	OSDS
13	Eldwin P. Saberola	ADA VI	OSDS
14	Imee Lyn R. Cabuyao	ADAS III	OSDS
15	Jeraizy Ivey Z. Jastiva	ADAS III	OSDS
16	Blenda Lyn J. Villadiego	ADAS III	OSDS
17	Charlene A. Vito	ADA IV	OSDS
18	Samboy Dicky R. Fang	ADA I	OSDS
19	Jerome A. Chavez	EPS-MATH	OSDS
20	Montano L. Agudilla Jr.	SEPS SMME	SGOD
21	Luzviminda E. Saludaes	SEPS HRTD	SGOD
22	Ariel C. Cabuyao	PDO II	SGOD
23	Nicole May L. Lumanglas	PDO I	SGOD
24	La Trisha R. Dalit	EPS II	SGOD
25	Jaypee A. Escobar	STA I	SGOD
26	Joshua Teope	TA IV	SGOD
27	Jeziel A. Yaldama	ADA I	OSDS
28	Arien R. Peredo	ADA I	OSDS
29	Dale M. Salazar	COS	OSDS
30	Yveth Nika B. Sagone	ADA I	OSDS
31	Ian Paolo D. Padilla	ADA I	OSDS
32	Ervin C. Cabuyao	ADA I	OSDS
33	Ella Bianca T. Obciana	ADA I	OSDS
34	San Mark A. Morcoso	DATA ANALYST	OSDS
35	Jerome P. Jepsani	ADA III	OSDS
36	Henry Reiner D. Eguia	ADA I	OSDS

37	Jessica S. Fortuny	ADA I	CID
38	Nissa A. Merto	ADA I	CID
39	Shyra C. Rojas	ADA I	SGOD
40	Princess A. Talavera	ADA I	SGOD
41	Ivannah Kryztelle B. Cuna	GIP	SGOD
42	Prof. Fides Joyce D. Llegado	RESOURCE SPEAKER	SLSU
43	Marinesa A. Villamater	RGC III	LPIHS
44	Frenalyn B. Tabernilla	PDO I	TWCS I
45	Jobelle L. Maningas	PDO I	KALUMPANG ES
46	Ma. Theresa P. Eslacin	PDO II	TECS
47	Mila Rosa D. Pabularcon	PDO I	SPES
48	Sharlene V. Baer	NURSE II	LPIHS
49	Alelie A. Padillo	NURSE II	SGOD-SHNU
50	Mariles F. Contreras	NURSE II	SGOD-SHNU
51	Lailani T. Omlas	NURSE II	SGOD-SHNU
52	Meridean E. Oczon	TA I	SGOD-SHNU
53	Giovann S. Guano	ADA I	SGOD-SHNU
54	Justine N. Ranillo	ADA I	SGOD-SHNU

Enclosure 2:

Indicative Matrix of Activities

PROGRAM OF ACTIVITIES	
First Batch Morning	
Registration of Participants	8:00a.m.-8:30a.m.
Opening Program	8:30a.m.-9:00a.m.
Training Overview	9:00a.m.-9:10a.m.
AM Snacks	9:10a.m.-9:30a.m.
Mental Health Check in	9:30a.m.- 9:40a.m.
Topic 1. All About Stress 2. When Does Stress Become Burnout 3. Power of Teamwork and collaboration 4. Boosting Motivation through Teamwork 5. Supporting Mental Health through teamwork	9:40a.m.- 12:00n.n
Closing Program/Distribution of Certificates	12:00n.n-1:00p.m.

PROGRAM OF ACTIVITIES	
Second Batch Afternoon	
Registration of Participants	1:00p.m.- 1:30p.m.
Opening Program	1:30p.m.-2:00p.m.
Training Overview	2:00p.m.-2:10p.m.
PM Snacks	2:10p.m.-2:30p.m.
Mental Health Check in	2:30p.m.-2:40p.m.
Topic 1. All About Stress 2. When Does Stress Become Burnout 3. Power of Teamwork and collaboration 4. Boosting Motivation through Teamwork 5. Supporting Mental Health through teamwork	2:40p.m.-4:30p.m.
Closing Program/Distribution of Certificates	4:30p.m.- 5:00p.m.

Enclosure 3:

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

Overall Chairperson: Celedonio B. Balderas, Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager (SGOD)	Imelda C. Raymundo	<ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT and resource persons on their terms of reference and the details of the program design. - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. - Leads the debriefing sessions with the PMT and resource speakers. - Prepares the CPD documents for submission to the PRC through the NEAP-R. - Leads in crafting the Program Completion Report.
Learning Manager (CID)		<ul style="list-style-type: none"> - Leads the conduct of the program per session room. - Ensures that the program is carried out based on the detailed design in collaboration with the resource persons. - Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. - Facilitates management of learning activities as scheduled and as needed. - Facilitates integration session at the end of the intervention, including preparation of Work Application Plan. - Ensures that the pre-

		<p>assessment is administered.</p> <ul style="list-style-type: none"> - Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M and E Coordinator.
Resource Speakers	Prof. Fides Joyce D. Llegado	<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions. - Provides expert content input during learning sessions.
M&E Coordinator (SGOD-SMME)	Montano Agudilla Jr	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. - Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. - Applies process observation and prescribed tools to monitor and evaluate program delivery. - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.
Documenter (SGOD-HRDS)	Alelie A. Padillo	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template. - Take photos of the different parts of the program delivery.
Secretariat (SGOD-HRDS)	La Trisha R. Dalit	<ul style="list-style-type: none"> - Attends to registration needs of learners/participants. - Ensures that the learners/participants fill up attendance sheets every day. - Prepares directory of participants based on registration forms. - Assists in the distribution of learning materials and supplies. - Assists in posting and

		<ul style="list-style-type: none"> - collection of session outputs. - Compiles session documents and learning resource materials.
Welfare Officer (SGOD-School Health Unit)	Lailani T. Omlas Mariles F. Contreras	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health, and wellness of learners/participants, PMT, and resource persons are adequate and available at all times in the venue. - Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.).
Logistics Officer (SGOD-HRDS)		<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. - Leads ocular inspection of venues to ensure adherence to standards and specifications. - Checks that session rooms are always ready for use and conducive to learning.
Finance Officer/s	Benjie Millares	<ul style="list-style-type: none"> - Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. - Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices. - Monitors and documents all disbursements against budget to support liquidation. - Liquidates all fund disbursement and prepares a financial report.