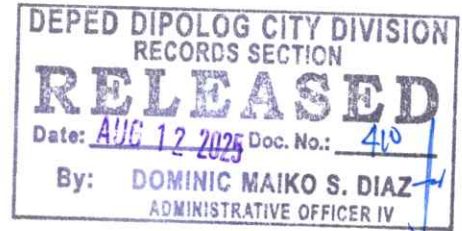




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



August 12, 2025

**DIVISION MEMORANDUM**

No. 410, s. 2025

**COMPOSITION OF THE SCHOOLS DIVISION OFFICE EMPLOYEE WELFARE  
AND WELL-BEING (WE) COMMITTEE**

TO: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
EPSs and PSDSs  
Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
*This Division*

1. Pursuant to Republic Act 11058 “An Act strengthening compliance with Occupational Safety and Health Standards”, Republic Act 11036 “Philippine Mental Health Act”, and Regional Memorandum No. 328, series of 2025 dated July 14, 2025, this Office hereby creates a **Division Employee Welfare and Well-Being Committee** to ensure the implementation of a WE Program that supports all aspects of personality of SDO Dipolog City personnel in order to improve work performance in delivering quality education.

2. Said committee shall be composed of the following:

Chairperson	<b>ROSALIO B. CONTURNO JR.</b> <i>Assistant Schools Division Superintendent</i>
Vice-Chairperson	<b>RAMBELLE C. FLORES</b> <i>SEPS-HRDS</i>
Members	<b>ALAN D. CHIU</b> , AO V <b>ANA RIVA E. LANAT</b> , Accountant III <b>MONINA R. ANTIQUINA</b> , EPS/GAD Focal Person <b>JO-ANNE M. BORBON</b> , Nurse II/ Wellness Focal <b>GINA RAMOS</b> , Nurse II/ Mental Health Focal <b>JOSE MARI M. APILAN</b> , IT Officer <b>LUISIANO S. MURRO JR.</b> , SEPS/NEU Representative <b>JESSE P. SAMANIEGO</b> , EPS MAPEH
Secretariat	<b>MARIE C. REFUGIO</b> , EPS II
Consultant	<b>MA. LIZA R. TABILON</b> <i>Schools Division Superintendent</i>

3. The functions of the WE Committee shall include, but not limited to the following:  
a. craft a localized division guideline for the implementation of a WE Program;



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- b. design and coordinate division-wide activities that promote all aspects of personality of teaching, related teaching and non-teaching personnel;
- c. Coordinate with the Health and Nutrition (HN) Section and Administrative Officer to regularly assess workplace conditions, safety protocols and health-related needs;
- d. Support initiatives that address the specific needs of women, solo parents, differently able persons and other vulnerable employee groups;
- e. Integrate gender sensitivity and inclusivity in all wellness initiatives;
- f. Disseminate wellness-related information through orientations, bulletins, digital platforms and division events;
- g. Work with the IT Officer to ensure accessible communication channels for program promotion and feedback collection;
- h. Encourage active involvement of personnel in all wellness activities;
- i. Facilitate access to psychological, medical and social support services through referral systems, in coordination with the HN and HRD Sections;
- j. Monitor the effectiveness of wellness activities and gather feedback from personnel;
- k. Conduct learning sessions and/or capacity building activities on stress management, work-life balance, mental health and other wellness topics; and
- l. Encourage leaders and focal persons to model, and support a culture of care within their teams.

4. For information, guidance and strict compliance.

  
**MA. LIZA R. TABILON, EdD, CESO V**  
Schools Division Superintendent

Encl: None

Reference: As stated

To be indicated in the Perpetual Index;

Under the following subjects:

SGOD CID OSDS

RCF/20250812-DM-WEcomposition

SGOD-HRD/ August 12, 2025