



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

November 24, 2025

**DIVISION MEMORANDUM**  
No. 468, s. 2025

**SDO WELLFEST 2025: A SUMMIT ON MENTAL HEALTH, WELLNESS, AND RESILIENCE  
CUM 18-DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN**

To: Assistant Schools Division Superintendent  
All Functional Division Chiefs  
Public Schools District Supervisors/ District Heads  
All Schools Division Office Personnel  
All Others Concerned

1. In line with the Department of Education's commitment to promoting the **mental health, wellness, and resilience** of its personnel, the Schools Division of Northern Samar will conduct the **SDO WELLFEST 2025: A Summit on Mental Health, Wellness, and Resilience cum 18-Day Campaign to End Violence Against Women**, a three-day program designed to enhance **awareness, practical skills, and holistic well-being** for all **Schools Division Office (SDO) personnel**. The Summit will be held on **December 17-19, 2025**.
2. The Summit aims to:
  - a. increase awareness on mental health, wellness, and resilience among SDO personnel.
  - b. equip participants with practical strategies for personal and professional well-being.
  - c. strengthen teamwork, collaboration, and a culture of holistic health in the workplace.
  - d. promote stress management, healthy lifestyle practices, and mindfulness, including the spiritual dimension of wellness.
  - e. support the 18-Day Campaign to End Violence Against Women by fostering gender sensitivity, advocating for safe and respectful spaces, and empowering personnel to recognize and prevent all forms of violence.
3. For **venues and detailed activities**, please refer to the attached **Activity Matrix**.
4. **ALL PERSONNEL** from all functional divisions, sections, units, and offices of the Schools Division Office (SDO) of Northern Samar are invited.

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Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

expected to actively participate. For the number of participants per office, please refer to the attached **Expected Number of Attendees**.

5. The **Program Management Team**, through the **Activity Technical Working Group**, is hereby directed to **finalize all necessary pre-activity requirements**. This includes the preparation of the program design, learning materials, logistics, and documentation, as well as coordination with suppliers and other concerned offices.
6. All expenses related to the conduct of this activity, including meals, materials, and venue, shall be charged to **Continuing Junior High Operation Funds**, subject to the usual accounting and auditing rules and regulations. Travel and incidental expenses of participants shall be charged to their respective Local Funds, Division, or School MOOE, or other available local funds, as appropriate.
7. This Memorandum shall serve as the **Official Travel Authority** for all concerned participants and facilitators.
8. Immediate dissemination of and compliance with this Memorandum are desired.

GAUDECIO C. ALJIBE JR., PhD, CESO VI  
Schools Division Superintendent



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

Enclosure No. 1 to DM for, s. 2025

**SDO WELLFEST 2025: A Summit on Mental Health, Wellness, and Resilience  
cum 18-Day Campaign to End Violence Against Women  
December 17-19, 2025**

**ACTIVITY MATRIX**

<b>Day 1 (December 17, 2025)</b>			
<b>SDO WELLFEST 2025 KICK-OFF: A Summit on Mental Health, Wellness, and Resilience</b>			
<b>Time</b>		<b>Activities</b>	<b>Responsible Person</b>
8:00AM – 8:30AM	30 mins	<b>Arrival/ Registration</b>	Secretariat
8:30AM – 9:30AM	60 mins	<b>OPENING PROGRAM</b> <ul style="list-style-type: none"><li>• Philippine National Anthem</li><li>• Invocation</li><li>• DepEd Division Hymn</li><li>• DepEd Quality Policy Statement</li></ul> <b>Welcome Remarks:</b> <b>REY F. BULAWAN, EdD</b> Asst. Schools Division Superintendent <b>DR. NOE M. HERMOSILLA</b> Chief, Schools Governance & Operations Division (SGOD) <b>DR. SYLVIA D. VILLANUEVA</b> Chief, Curriculum Implementation Division (CID)	<b>Richelle Paz Delizon</b> Master of Ceremony <b>Bulwagan ng mga Guro, SDO</b>



**Republic of the Philippines**  
**Department of Education**  
**REGION VIII**  
**SCHOOLS DIVISION OF NORTHERN SAMAR**

9:30AM-9:45AM	15 mins	<b>Acknowledgement of Participants &amp; Context Setting</b>	<b>WARREN L. OTADOY, MD</b> <i>Medical Officer IV/ Head, School Health Section</i>	<b>Bulwagan ng mga Guro, SDO</b>	
9:45AM-10:00AM	15 mins	<b>Introduction of the Resource Speaker</b>	<b>CHRISTY A. ADOR, RN</b> <i>Division Nurse In-Charge</i>		
10:00AM-12:00NN	120 mins	<b>Nurturing the Spirit: A Reflection on Faith and Well-Being</b>  <b>Resource Speaker:</b>  <b>GAUDENCIO C. ALJIBE JR, PHD, CESO VI</b> <i>Schools Division Superintendent</i>			
12:00NN-1:00PM	60 mins	<b>LUNCH</b>			
<b>18-Day Campaign to End Violence Against Women (Culminating Activity)</b>					
1:00PM-1:10PM	10 mins	<b>Introduction of the Resource Speaker</b>	<b>PETER R. BOBILES</b> <i>HRDS – Senior Education Program Specialist</i>	<b>Bulwagan ng mga Guro, SDO</b>	
1:10PM-3:00PM	110 mins	<b>Resource Speaker:</b>  <b>ATTY. KRISTA NIÑA FARYL T. RETUYA</b> <i>Attorney IV</i> <i>Provincial Government Office</i>			
3:00PM-3:30PM	30 mins	<b>Open Forum (Q &amp; A)</b>			
3:30PM-4:00PM	30 mins	<b>Closing Program</b>  <b>Closing Message:</b>  <b>ELNA D. ENANO, PhD</b> <i>SGOD, Education Program Supervisor</i>			
<b>END OF DAY 1</b>					



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF NORTHERN SAMAR

Day 2 (December 18, 2025):

**MENTAL HEALTH ADVENTURE CAMP:**  
**Celebrating Wellness, Enhancing Strength, Sustaining Resilience**

Time		Activities	Responsible Person	Venue
8:00AM-9:00AM	60 mins	Preliminaries	Secretariat	
<b>YOUR WELLNESS JOURNEY BEGINS:</b> <i>Explore, Learn, Reflect.</i> (30 mins per station)				
9:00AM-12:00AM	<b>AM BATCH</b> 3 hrs	<b>Station 1</b> Scent and Movement Meadow	Gay Ty Precious Politan Cheryl Catucod Melody Cabales	<b>SDO Grounds</b>
		<b>Station 2</b> Cookie Cove	Christy Ador Asuncion Muncada Richel Ibanez Gladys Phine Caimoy	
		<b>Station 3</b> Emotional Cliff	Jackelyn Morales Sheila Aguilando Emma Gapol Wevina Vicencio	
		<b>Station 4</b> Myth Maze	Glenda Tan Ma. Iris Tan Camelia Nemil Dr. Pamela Celistine Tan	
		<b>Station 5</b> Tiktok Terrace	Chenita Tenedero Eileen Belicena Myra Santos Dr. Pauline Myra Tan	
		<b>Station 6</b> Journey of Hope to the Tree of Gratitude	Rosalie Rojero Nilma Regulacion Maria Elena Taldo Kier Taldo Precy Ereno	
12:00NN - 1:00PM	1 hr	<b>LUNCH BREAK</b>		
1:00PM - 4:00PM	<b>PM BATCH</b> 3 hrs	Continuation of Station Visits	Troop Mentors and Station Coaches	
<b>END OF DAY 2</b>				



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF NORTHERN SAMAR

Day 3 (December 19, 2025)

**PATHWAYS FORWARD:**  
**A Collective Renewal for Mental Health and Well-Being**  
**(Culminating Activity)**

Time	Activities	Responsible Person	Venue
4:00PM-4:30PM	30 mins <b>Preliminaries</b>	Secretariat	
4:30PM-5:30PM	60 mins <b>OPENING PROGRAM</b> <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Invocation</li> <li>• DepEd Division Hymn</li> <li>• DepEd Quality Policy Statement</li> </ul> <b>Welcome Remarks:</b>  <b>DR. NOE M. HERMOSILLA</b> <i>Chief, Schools Governance &amp; Operations Division (SGOD)</i>	<b>Richel Paz Delizon</b> <i>Master of Ceremony</i>	
5:30PM-6:00PM	30 mins <b>Bridging Our Experiences: Launching Towards Growth and Wellness</b>  <b>WARREN L. OTADOY, MD</b> <i>Medical Officer IV – Section Head, School Health Section</i>		<b>SDO Grounds</b>
6:00PM Onwards	---  <b>SDO Goes Back to Kindergarten: A Playful Christmas of Joy, Laughter, and Wellness</b> <i>“Where Holiday Cheer Meets Childlike Fun”</i>  <b>Dinner and Collaborative Activities</b>  <b>Closing Remarks:</b>  <b>REY F. BULAWAN, EdD</b> <i>Asst. Schools Division Superintendent</i>  <b>GAUDENCIO C. ALJIBE JR, PHD, CESO VI</b> <i>Schools Division Superintendent</i>		
<b>END OF ACTIVITY</b>			



Republic of the Philippines  
**Department of Education**  
 REGION VIII  
 SCHOOLS DIVISION OF NORTHERN SAMAR

Enclosure No. 2 to DM 408, s. 2025

**SDO WELLFEST 2025: A Summit on Mental Health, Wellness, and Resilience  
 cum 18-Day Campaign to End Violence Against Women**  
**December 17-19, 2025**

**EXPECTED NUMBER OF ATTENDEES**

NO.	OFFICE	NO. OF PAX
1.	Office of the Schools Division Superintendent	7
2.	Office of the Asst. Schools Division Superintendent	5
3.	Legal Services	2
4.	IT Services	2
5.	Administrative Services (Office of the Head)	2
6.	General Services	12
7.	Payroll Services	8
8.	Cashier	6
9.	Human Resource	16
10.	Supply	5
11.	Records	7
12.	Accounting	30
13.	Budget	7
14.	Curriculum & Implementation Division (Office of the Chief)	3
15.	Instructional Management	53
16.	Learning Resource & Management Section	8
17.	Schools Governance & Operations Division (Office of the Chief)	3
18.	School Management, Monitoring & Evaluation	4
19.	Social Mobilization & Networking	7
20.	School Health Section	36
21.	Facilities	2
22.	Human Resource Development	3
23.	Planning & Research	5
24.	Contractual/ Contract of Service / Job Order	
25.	Legal Office	4
26.	School Health Section	3
27.	Job Order from Various Offices	21
	<b>TOTAL</b>	<b>261</b>



**Republic of the Philippines**  
**Department of Education**  
**REGION VIII**  
**SCHOOLS DIVISION OF NORTHERN SAMAR**

Enclosure No. 3 to DM DR, s. 2025

**SDO WELLFEST 2025: A Summit on Mental Health, Wellness, and Resilience  
cum 18-Day Campaign to End Violence Against Women**

**PROGRAM MANAGEMENT TEAM & TECHNICAL WORKING GROUP**

<b>PROGRAM MANAGEMENT TEAM</b>		
<b>Designation</b>	<b>Name</b>	
<b>Activity Manager</b>	<b>Gaudencio C. Aljibe, Jr, PhD, CESO V</b> <i>Schools Division Superintendent</i>	
<b>Co-Activity Manager</b>	<b>Rey F. Bulawan, EdD</b> <i>Asst. Schools Division Superintendent</i>	
<b>Onsite Manager</b>	<b>Dr. Noe M. Hermosilla</b> <i>Chief, Schools Governance &amp; Operations Division</i>	
<b>Co-Onsite Manager</b>	<b>Dr. Warren L. Otadoy</b> <i>Chief, Schools Governance &amp; Operations Division</i>	
<b>Finance/ Budget Managers</b>	<b>Deah A Gamao</b> <i>Accountant III</i>  <b>MA. JOY L. GEPOLLO</b> <i>Budget Officer</i>	
<b>QAME</b>	<b>Merlita Fajardo</b> <i>Senior Education Program Specialist</i>	
<b>TECHNICAL WORKING GROUP</b>		
<b>School Health Section</b>		
<b>Designation</b>	<b>Name</b>	<b>Responsibility</b>
<b>Overall Activity In-Charge</b>	<b>Alma M. Cuanico</b>	<ul style="list-style-type: none"> <li>• Supervises the entire camp operations; ensures smooth implementation of sessions and activities;</li> <li>• Coordinates with all sub-teams; monitors Day 1-3 flow;</li> <li>• Reports updates to Upper Management</li> </ul>



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

<b>Program Coordinator/ Deputy In-Charge</b>	<b>Christy A. Ador</b>	<ul style="list-style-type: none"><li>• Assists Overall In-Charge in daily operations.</li><li>• Monitors program flow across all three days.</li><li>• Ensures timely delivery of activities</li></ul>
<b>Daily Program Coordinators</b>	<p><b>Day 1 –</b> Team Leaders: <b>Dr. Guillermo Cesista/ Camelia B. Nemit</b></p> <p>Members:</p> <ol style="list-style-type: none"><li>1. Richel Leo Ibanez</li><li>2. Precious Catipay</li><li>3. Emma Gapol</li><li>4. Ma. Asuncion Muncada</li><li>5. Ma. Iris Tan</li><li>6. Wevina Vicencio</li><li>7. Nilma Regulacion</li><li>8. Cheryl Ann D. Catucod</li></ol> <p><b>Day 2 –</b> Team Leaders: <b>Dr. Perceival Megenio/ Camelia B. Nemit</b></p> <p>Members: <b>Selected SHS Personnel</b></p> <p><b>Day 3 –</b> Team Leaders: <b>Dr. Pauline Myra Tan/ Myra D. Santos</b></p> <p>Members:</p> <ol style="list-style-type: none"><li>1. Rosalie A. Rojero</li><li>2. Chenita P. Tenedero</li><li>3. Jackelyn B. Morales</li><li>4. Precy M. Ereno</li><li>5. Gladys T. Caimoy</li></ol>	<ul style="list-style-type: none"><li>• Ensures each day's schedule is followed;</li><li>• Coordinates with the Technical Team, Logistics, and Secretariat for that day;</li><li>• Oversees venue preparations and food arrangements;</li><li>• Manages participant attendance and concerns; and monitors participant engagement.</li></ul>



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

	<p>6. Eileen Belicena 7. Gay G. Ty 8. Sheila Aguilando 9. Glenda Tan</p>	
<b>Technical and Resource Support</b>	<p><b>Marvin D. Socorro</b> <b>Richelle Paz Delizon</b></p>	<ul style="list-style-type: none"><li>Plans and coordinates all workshops, talks, and experiential activities;</li><li>Oversees preparation of materials; supervises resource speakers and facilitators;</li><li>Ensures content aligns with program objectives;</li><li>Monitors technical flow across all days and flags issues to Overall Activity In-Charge.</li></ul>
<b>Logistics &amp; Operations Team</b>	<p>Team Leader: <b>Maria Elena D. Taldo</b></p> <p>Asst: <b>Kier B. Taldo</b></p> <p>Members: <b>April Rose L. Lim</b> <b>Joel Sumayop</b> <b>Edwin Lovino</b> <b>Eddie Gomba</b></p>	<ul style="list-style-type: none"><li>Ensures the availability of the venue, materials, and equipment; handles pre-event procurement requests and purchase orders up to the delivery of materials; and coordinates catering arrangements, suppliers, and safety protocols.</li><li>Communicates with caterers and suppliers to ensure timely delivery and quality service;</li><li>Manages transportation, daily setup, transitions, and inventory; provides on-site support during activities; implements</li></ul>



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

		safety and health protocols
<b>Secretariat / Documentation Team</b>	<p>Team Leader: <b><u>Melody Hill Cabales</u></b></p> <p>Members: <b>Femmy Alcera</b> <b>Maricar Figueroa</b> <b>Renne Rose P. Delizon</b></p>	Handles registration, attendance, documentation of outputs, communications, and preparation of materials