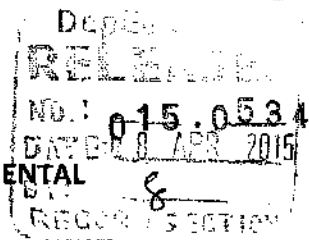




Republic of the Philippines  
 Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
 www.depednegor.net



Tel. Nos: (035)225-2838 / 225-0667/422-7644 (Division Supt's Office); (035) 225-1623 (Asst. Sch's Div. Supt's Office);  
 (035) 225-1622 (Promotional Section/EPSS); (035) 422-7643 (Cashier's Section); (035) 422-8511 (Planning Section);  
 (035) 225-6967 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections);  
 (035) 225-2378 (ALS Section); (035) 225-7012 (PFSED Section); (035) 225-1640 & (035) 225-6180 (Accounting Section); (035) 422-3921 (Supply Section)

April 7, 2015

MEMORANDUM TO :

**DR. DEXTER Y. AGUILAR**  
 Asst. Schools Division Superintendent

**DR. ESTER A. FUTALAN**  
 OIC-ASDS

**DR. ERLINDA N. CALUMPANG**  
 ESP-Acting Chief, Curriculum Division

**DR. RACHEL B. PICARDAL**  
 EPS-Acting Chief, Governance

This Office

Please be informed of your attendance, together with undersigned to the Training Playshop entitled "Enhancing Happy Relationship towards Effective Leadership and Excellent Work Performance on April 11-12, 2015 at the Executive Dining Hall, DepED Ecatech Center, Sudlan, Lahug, Cebu City.

Traveling expenses incurred during your attendance relative to this activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

For your information, guidance and compliance.

GOD BLESS!

  
**SALUSTIANO T. JIMENEZ, CESO VI**  
 Schools Division Superintendent

STJ/bing



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Labug, Cebu City



MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS/OICs

FROM : JULIET A. JERUTA

DATE : MARCH 23, 2015

SUBJECT : ENHANCING HAPPY RELATIONSHIP TOWARDS EFFECTIVE  
LEADERSHIP AND EXCELLENT WORK PERFORMANCE  
(A Self-Care Management Approach)

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Attached is the Training Playshop entitled, "Enhancing Happy Relationship towards Effective Leadership and Excellent Work Performance" that addresses the urgent and critical needs of the education key leaders and other support team.

For the information and guidance of all concerned.

*Juliet A. Jeruta*  
JULIET A. JERUTA  
Director III  
Officer-in-Charge

JAJ/jbm

**ENHANCING HAPPY RELATIONSHIP TOWARDS  
EFFECTIVE LEADERSHIP AND EXCELLENT WORK PERFORMANCE**

**A Self-Care Management Approach**

Dr. Juliet Jeruta

Regional Director

Department of Education, Region VII

April 11-12, 2015

Ecotech Center, Cebu City

**About the Program:**

It is said that education key leaders and education support team are the most harassed and more often times experienced physical, psychological, and emotional stress than any of the other staff in a particular office. Given the kind of work they undertake, they also need some holistic care that will develop and update their knowledge and skills so they can offer better and happy service.

The Playshop Entitled: "Enhancing Happy Relationship towards Effective Leadership and Excellent Work Performance" is to address the urgent and critical needs of the education key leaders and other support team.

**Objective**

At the end of the activity, the participants will be able to:

1. Clarify and affirm their own personal values, vision and mission
2. Practice innovative approaches on how to empower themselves
3. Learn and practice how to manage stress
4. Improve their self-esteem and ability to deal with problems more positively.
5. Develop their ability to respond to conflict, problems and stress.
6. Improve their communication skills and learn to create harmony in relationships. Build the "school based family spirit" to be more effective leaders, coach and mentors.

**TRAINING PLAYSHOP CONTENT**

**SELF CARE MANAGEMENT**

This creative session, deals with the subject of clarifying my personal values and vision and how they affect my outer world and relationship.

**THE POWER OF HAPPINESS**

This interactive, participatory and caring sessions equips education key leaders and support team with the knowledge and inner power they need to manage themselves in order to help others through period of turbulence.

The topics include:

1. Happiness is an investment
2. How to access happiness
3. How to change behavior and emotional reactions
4. How to manage stress

**THE TRUE ESSENCE OF HAPPINESS**

This session deals with inner powers which are essential aspects of happiness that cannot be acquired.

The topics include:

1. How to maintain self-esteem and courage in the face of criticism and negativity.
2. How to be physically, emotionally, mentally, socially and spiritually fit.
3. How to deal with the conflict and chaos with calmness and courage.
4. How to employ creative communication to engage your team positively.
5. How to install "School based Happy Relationship within the school to sustain the gains of this Caring Sessions.

**PROPOSED PROGRAM:**

**DAY 1**

**AM ACTIVITIES**

7:30 – 8:30 **Creative Participants Arrival**  
o Registration  
o Socialization

8:30 – 9:00 **Breakfast**

9:00 – 9:30 **Opening Ceremony**  
o Philippine National Anthem  
o Creative Silence/Prayer  
o Meaningful Welcome

Dr. Juliet Jeruta  
Regional Director  
DepEd, Region VII

9:30 – 10:00 **Program Presentation: It's Objectives, Activities and Outcomes**  
• Leveling of Expectations

10:00 – 12:00 **CREATIVE ASSESSMENT AND INVENTORY**  
o Self Care Management  
Caring for the Body, Mind and the Being  
Help release some inner stress, worry feelings, anxiety etc. which has become part of the life of extremely busy education key leaders and support team.  
• Creative Physical Exercises  
• Music Therapy  
• Meaningful Socialization  
• Snacks

12:00 – 1:30 **Lunch break**

**PM ACTIVITIES**

1:30 – 3:00 **Playshop Session 1**  
**THE POWER OF HAPPINESS**  
• Individual and Group Creative Caring Conversation  
Explore practical tips and insights on how to make every moment of your life enjoyable, productive and meaningful.

3:00 – 3:30 **Merienda break**

3:30 – 5:00 **Playshop Session 2**  
**THE TRUE ESSENCE OF HAPPINESS**  
Hands – on and Experiential Learning  
• Participants Unique Experiences  
Experience of positive feelings about the self and life... thus promoting an expression of oneness and newness.

5:00 – 6:00 **Q & A**

6:00 – 6:30 **NURTURING MY ORIGINAL SELF**  
• Experience the sweet taste of silence and listen to the calming sounds that touch the heart.

6:30 – 8:00 **Dinner**

8:00 **Goodnight Sleep**

## **DAY 2**

7:00 – 7:30	Creative exercise
7:30 – 8:30	Breakfast
8:30 – 10:00	Integration of Learning
10:00 – 10:30	snacks
10:30 – 12:00	<b>SHARING OF INSPIRATIONS</b> <ul style="list-style-type: none"><li>▪ Sharing of Experiences and Lessons Learned</li><li>▪ Realizations</li><li>▪ Powerful Actions</li></ul>
12:00 – 1:30	Lunch
1:30	Home Sweet Home

### **SOCIALIZED COUNTERPART**

One thousand Two Hundred pesos only (1,200.00) each participant inclusive the following:

#### **Exclusively and Personalized design**

- Welcome cards
- Activity tools
- Playshop tools/instrument
- Value based cards (Big and Small)
- Reading References
- Oneness and Newness tools

#### **Pre – Training Activities and Preparation**

- Program Assessment and inventory
- Training Conceptualization and Training design
- Creative Training tools and instruments
  - Value based cards
  - Participants assessment and inventory tools/instrument
  - Team building tools/instrument
  - Take home reading tools/instrument
  - Recharging, Relaxing and Refreshing tools/instrument

#### **Actual Training Activities**

- Venue preparation
- Personalized and supervised facilitation
- Creative documentation
- Monitoring and Guidance