



Republic of the Philippines
Department of Education

REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

February 12, 2021

DIVISION MEMORANDUM
NO. 046, s. 2021

To: OIC, Assistant Schools Division Superintendents
Chief, Curriculum and Implementation Division
Chief, School Governance and Operations Division
All Units and Section Heads
Public Schools District Supervisors
All Concerned

DIVISION WELLNESS PROGRAM FOR TEACHERS

1. The COVID-19 pandemic has caused havoc into the lives of ordinary people, including those in the teaching profession. The changes brought about by the pandemic led to heightened anxiety, fear and even depression to some people especially those with pre-existing mental health concerns. Mental wellness is related with the other dimensions of wellness: physical, emotional, occupational, spiritual, cultural, environmental and social, which may lead to decreased level of productivity of employees as they suffer from intense level of stress. This is anchored on the local studies conducted which focused on health-seeking behaviors (2020) and psychological stress, anxiety and depression profiling of teachers (2020) in SDO Cavite Province. Thus, in line with Mental Health and Psychosocial Support Services (MHPSS) provisions for DepEd personnel, the Cloverleaf Approach shall be implemented through a series of interventions starting from **February 19 to July 23, 2021** via virtual platform **from 8:00 AM to 12:00 N.N.** for **selected teacher-participants**.





2. The **Clover Leaf Approach** intends to develop teachers' capacity to promote and protect mental health, support wellbeing and resilience-building efforts, and gather research data on health and wellbeing of teachers in the SDO.

3. Attached is the program design/matrix, list of facilitators, program management team and terms of reference.

4. For clarifications, you may contact Ronalyn P. Salazar – SEPS, HRD through depedcavite.hrd@deped.gov.ph.

5. Immediate dissemination of this Memorandum is highly desired.



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
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“Serbisyon Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO”







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ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RPS/ DM 46 s. 2021
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Attachment 1 to Division Memorandum no. **XX**, s.2021 titled **DIVISION WELLNESS PROGRAM (CLOVERLEAF APPROACH TO TEACHERS' MENTAL HEALTH CRISIS)**

| Date/ Time | Topic/ Activity | Resource Person/ Facilitator |
|-----------------------------|---|--|
| February 19 – July 23, 2021 | | |
| 8:00am- 8:15am | Registration | Online Link |
| 8:15am- 8:30am | Preliminaries National Anthem/Makabayan Song Invocation Temperature Check Program Protocols | AVP PMT PMT |
| 8:30am- 8:35am | Opening Remarks | Diana P. Topacio Chief, SGOD |
| 8:35am-8:40am | Inspirational Message | Rommel C. Bautista Schools Division Superintendent |
| 8:40am-8:45am | Raison d' etre | May Anne Joy D. Romanes SEPS, P & R |
| 8:45am-8:50am | Cloverleaf Approach | Ronalyn P. Salazar SEPS, HRD |
| 8:55am- 11:15am | <u>Lecture Proper</u> | Learning Facilitators |
| 11:15am-11:40am | Open Forum | |
| 11:40am-11:45am | Synthesis | PMT |
| 11:45am-11:50am | Final Instructions | PMT |
| 11:50am-11:55am | Evaluation Link | PMT |
| 11:55am-12:00pm | Community Song | AVP |

Moderator: **Mr. Jerry Punongbayan**

Note: *Except for the last session on July 23, 2021 which will last for 6 hours



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*Attachment 2 to Division Memorandum no. XX, s.2021 titled DIVISION WELLNESS PROGRAM
(CLOVERLEAF APPROACH TO TEACHERS' MENTAL HEALTH CRISIS)*

| Dates | Topics | Facilitators |
|-------------------|---|---|
| February 19, 2021 | Stress Management Psychosocial First Aid | Haizeil V. Olegario Jhosa Krista B. Buendia Glaiza P. Herrera Jennifer Ersando |
| February 26, 2021 | Recollection | Fr. Bong Villarica |
| March 12, 2021 | Social Wellness | Jennie Lyn R. Darvin Glaizelle M. Rodrin Reagan Royce D. Luclucan |
| March 26, 2021 | Emotional Wellness | Reymund Kristopher Samonte |
| April 16, 2021 | Mental Wellness Financial Wellness | Reena Jay P. Topacio Nerina D. Mendiola |
| April 30, 2021 | Environmental Wellness Cultural Wellness | Angelita C. Orenciano |
| May 21, 2021 | Physical Wellness Nutrition Occupational Wellness | Alvin T. Cayetano Helen Peñalba Julius Bryan Herrera |
| June 25, 2021 | Spiritual Wellness Retreat | Pastor Leonilo Ayos Fr. Bong Villarica |
| July 23, 2021 | Hope-based Resilience | Jeronimo L. Perez Atty. Aubrey Perez |



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Attachment 3 to Division Memorandum no. XX, s.2021 titled DIVISION WELLNESS PROGRAM (CLOVERLEAF APPROACH TO TEACHERS' MENTAL HEALTH CRISIS)





Program Management Team

Planning: May Anne Joy D. Romanes, Diana P. Topacio, Ronalyn Salazar
Registration & Certificate: Rey Ann M. Avilla
Accommodation: Mignon Cecille M. Mangoba
Program: Ronalyn P. Salazar, May Anne Joy D. Romanes
Technical: Mignon Cecille M. Mangoba
Documentation: Lito M. Camo, Jr. and Neil Ivan P. Lontoc
QATAME: Maria Belen C. Mojica and Kristine G. Dela Rosa
Special Committee: Rio G. Gan, Justin Celeste, and Ester Zuñiga
Program Moderator: Jerry Jay Punongbayan

Terms of Reference of Program Management Team

| Committee | Responsibilities |
|-----------------------------|--|
| Planning | Gather ideas, suggestion, coordinate and develop a plan for the effective implementation of the activity |
| Registration & Certificates | Create, disseminate and manage the registration link; assist in the crafting of certificates |
| Accommodation | Set up virtual platform |
| Program | Create a program design, manage the overall flow of the program |
| Technical | Ensure that technical concerns are addressed |
| Documentation | Concerned with photo documentation and crafting of completion reports |
| QATAME | Create an evaluation link, analyze and submit results |
| Special Committee | Share technical know-how and contribute to the contents of the training |



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