



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III

SCHOOLS DIVISION OF NUEVA ECIJA

Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100

Tayo
PARA SA
EDUKASYON

February 1, 2016

DIVISION MEMORANDUM

No. 40, s, 2016

**To: Assistant Schools Division Superintendents
Chief, Education Program Supervisors
Chief of Offices
All others concerned**

DEP-ED-NUEVA ECIJA
RELEASED
FEB 05 2016

RECORDS SECTION

Re: Stress Management and Team Building Seminar-Workshop

1. These days stress has become a common topic of conversation in most of the workplace. We all get stressed at some time in our working life, some more than others. Not only can stress affect the ability to work, consequently affecting the institution, but more importantly – the human resource's health. Stress is only natural and you cannot eliminate it altogether. Instead, you have to learn how to control or 'manage' stress to avoid the negative symptoms that we are threatened by. Hence, the Schools Division of Nueva Ecija will hold the Stress Management and Team Building Seminar-Workshop on May 6 to 8, 2016, at Boracay, Kalibo, Aklan.
2. This Program aims to:
 - a. Manage Work-Life balance
 - b. Appreciate different theories/models of stress
 - c. Map the causes and effects of stress
 - d. Evaluate stress levels and deal with stress positively
 - e. Learn about the sources and symptoms of different types of stress
 - f. Learn about the 'Stress Response' and the underlying mechanisms that cause it
 - g. Learn about Stress Management techniques that will help to overcome stress
 - h. Engage in Team-Building Activities.
3. Enclosure No. 1 is the Program Schedule and Matrix
4. Participants are expected to be at the venue on the said dates. Snacks, lunch, dinner will be served. Cost of travel and transportation shall be charged against the Division INSET Fund subject to the usual accounting and auditing rules and regulations.
5. Program schedule will be strictly followed. Participants are expected to be on time and engage actively in all activities.
6. Immediate dissemination of this Memorandum is desired.


RONALDO A. POZON, Ph.D., CESO V
Schools Division Superintendent





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Enclosure No. 1

TRAINING MATRIX

Time	Topics	Person/s In Charge
Day 1		
2:00-3:00 pm	Work-Life Balance	RONALDO A. POZON, Ph.D., CESO V Schools Division Superintendent
3:01-3:15 pm	Snacks	
3:15-4:00 pm	Theories/Models of Stress	ERICSON S. SABACAN, Ed.D. Assistant Schools Division Superintendent
4:00-5:00 pm	Causes and Effects / Sources and Symptoms of Stress	
5:00-6:00 pm	Stress Levels and Dealing with it Positively	JOHANNA N. GERVACIO, Ph.D. Assistant Schools Division Superintendent
6:01-6:30 pm	Dinner	
7:00-12:00 mn	Socialization	ELIZABETH DG. GALINDO, Ph.D. Senior Education Program Specialist
Day 2		
8:00 am -5:00 pm	Team-Building Activities.	LULU B. DIAMANTE, Ph.D. Senior Education Program Specialist
Day 3		
8:00-10:00 am	Wrap- Up Activity/Closing Program/Awarding	LUIS M. CALISON Chief, School Governance and Operations Division
11:00am-12:00nn	Check-out/Home Sweet Home	

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DEPED - NUEVA ECIJA
GREATER HEIGHTS
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