



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE of KABANKALAN CITY**  
*City of Kabankalan*

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DIVISION MEMORANDUM  
No. 292 s. 2019

**GAD PROGRAM IMPLEMENTATION REVIEW AND STRESS MANAGEMENT IN THE WORKPLACE**

TO: Asst. Schools Division Superintendent  
CID & SGOD Chiefs  
Public Schools District Supervisors  
Public Elementary & JHS / SHS Schools Heads  
School Gad Focal persons  
All Others Concerned

1. The Schools Division Office of Kabankalan City will conduct a two-day live-out seminar – workshop on GAD Program Implementation Review and Stress Management in the Workplace on December 11 -12, 2019 from 8:00 AM - 5:00 PM at Xaris Event Center, Kabankalan City, Negros Occidental.
2. This activity aims to: **2.1.** capacitate participants on how to manage emotional stress and use constructive coping mechanism towards working conditions; and **2.2.** present their 2019 accomplishment reports in the implementation of GAD programs in Schools.
3. The participants of the said activity are the Public Elementary and Secondary School – GAD Focal Persons and SDO Personnel. NO PROXY ALLOWED.
4. All School – GAD Focal Persons should bring their 2019 GAD Accomplishment Reports point presentation on December 12, 2019.
5. Food, accommodation and other operating expenses shall be charged against LGU-GAD Fund while travelling expenses shall be charged to school MOOE/Local Funds subject to usual accounting and auditing rules and regulations.
6. For immediate dissemination and compliance.

**PORTIA M. MALLORCA, PhD, CESO V**  
Schools Division Superintendent