

April 6, 2015

DIVISION MEMORANDUM
No. 206, s. 2015

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

**To: Assistant Superintendent
Division Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads**

1. Attached is an Unnumbered Regional Memorandum, dated, March 23, 2015, entitled, "Enhancing Happy Relationship towards Effective Leadership and Excellent Work Performance."
2. Immediate dissemination of this Memorandum is desired.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent



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



MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS/OICs

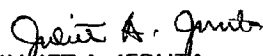
FROM : JULIET A. JERUTA

DATE : MARCH 23, 2015

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

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
Director III
Officer-in-Charge

JAJ/jbm

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"EFO 2015: Karapatan ng Lahat, Pananagutan ng Lahat"

**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. Happiness is an investment

PROPOSED PROGRAM:

DAY 1

AM ACTIVITIES

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

- 8:30 – 9:00 **Breakfast**

- 9:00 – 9:30 **Opening Ceremony**
- Philippine National Anthem
 - Creative Silence/Prayer
 - 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**
- 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**

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	SHARING OF INSPIRATIONS <ul style="list-style-type: none">▪ Sharing of Experiences and Lessons Learned▪ Realizations▪ Powerful Actions
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