



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

08 Jun 2020

DIVISION MEMORANDUM

No. 232, s. 2020

**Organization of Committee on Salun-at ti Uubing: A Wellness Manual for Learners, Teachers, Parents and School Administrators**

To: **All SDO Personnel**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**  
**Others Concerned**

1. Aligned with the passing of the City Resolution Number 291, s. 2020 entitled *Urging the National Offices of the Department of Education (DepEd), the Technical Education and Skills Development Authority (TESDA) and the Commission on the Higher Education (CHED) to fast-track the Integration of Mental Health Education in the Curriculum for all Learners and to Monitor its Implementation to Ensure the Realization of its Purpose*, this Office is crafting a wellness manual that will serve as guide for learners, teachers, parents and school administrators. Additionally, this manual will serve as proactive response of the SDO to the current pandemic crisis. The wellness manual will be known as **“Salun-at ti Uubing: A Wellness Manual”**
2. The objectives of this manual are the following:
  - a. Provide guidance to all learners, teachers and school administrators in terms of physical and mental health; and
  - b. Ensure that safety protocols will be observed before the class opening
3. The **Salun-at ti Uubing: A Wellness Manual** team in crafting the manual is composed of the following:

Team	Tasks
<b>1. Writers</b> Team Leader for Physical Health – Wally Jolly Conge Contributors: Rufina Gracia Dela Cruz, Vilsvhy Mae Dulay-Dupo, Eddah Grace De Vera  Team Leader for Mental Health- Jimmy Santos  Team Leader for Resources and Referral System- Samuel Bab-anga	- writes the manual -provide input in the content of the manual - serve as resource person for teacher-facilitators -facilitates coordination meeting - ensures that scope is clear and deadlines are met -implements the project -updates management in the status of the manual
<b>2. Lay-out and over-all packaging:</b> Airah Naron, Melinda Clemente, Sherold Salazar	- ensure that the manual has graphics, images and overall lay-out lends for easy reading - assist the team in coordinating with different offices - assist during meeting
<b>3. Copy and proof reading</b>	- copy reads and proofreads the manual to ensure that it is free from





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Sharon Christiannie Castillo Lilian Pagulongan	errors and is readable for the types of audiences it serves
<b>4. Information Dissemination</b> Elaine Cabuag, Harris Dizon and Christopher David Oliva, Amil Flaminiano	- Organizes the dissemination and distribution of the manual via online and/or offline platforms
<b>5. Reviewers</b> Juliet Sannad Jerry Ymson Lolita Manzano Jacqueline Lampac Atty. Ronald Perez	} Reviews the manual -gives inputs
<b>6. Project Adviser</b> -Soraya T. Faculo	-initiates project concept -assists the team -does final editing of the manual
<b>6. Consultant:</b> Marie Carolyn B. Verano	- provides over-all guidance to the team -approves the project

4. The following timeline of activities will be followed:

Activities	Timeline
Meeting with the core group	June 10, 2020
Presentation of first draft	June 15, 2020
Second meeting with the core group	June 19, 2020
Presentation of second draft	June 24, 2020
Review	June 24 and 25
Finalization	June 26, 2020
Launching of the manual	June 30, 2020

5. Immediate and wide dissemination of this Memorandum is desired.

**MARIE CAROLYN B. VERANO, CESO V**  
 Schools Division Superintendent

SGOD/SocMob/jss

