



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

TO: Asst. Schools Division Superintendent
Chief Education Supervisor
Public Schools District Supervisor
Heads of Public Elementary and Secondary Schools Concerned
All Others Concerned

FROM: FOR: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent


MA. CECILIA S. MANAY
Chief Education Supervisor, SGOD
Officer-In-Charge

SUBJECT: **PARTICIPATION IN THE WORKSHOP FOR THE IMPLEMENTATION OF HEALTHY LEARNING INSTITUTION (HLI) IN MARINDUQUE**

DATE: June 6, 2024

1. Attached is the Advisory from DOH CHD MIMAROPA, in reference to Personnel Order No. 2024-143-09 dated May 22, 2024 from the office of the Regional Director, **MARIO S. BAQUILOD, MD, MPH, CESO IV** titled **Conduct of Workshop for the Implementation of Healthy Learning Institution (HLI) in Marinduque**, for information and guidance of all concerned.
2. This activity aims to orient and capacitate the HLI school recipients on the implementation of the project.
3. Participants in this activity are the Twenty (23) Schools Division Office Representatives, nine (9) Public Schools District Supervisors or their representatives; and the twenty (20) selected Heads of the Last Mile Elementary Schools. They shall register on or before June 19, 2024, through the link <https://bit.ly/HLIConfirmation>. The list of participants is found in Enclosure 1.
4. Wide and immediate dissemination of the contents of this Memorandum is desired.

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**LIST OF PARTICIPANTS IN THE WORKSHOP FOR THE IMPLEMENTATION OF
HEALTHY LEARNING INSTITUTION (HLI) IN MARINDUQUE ON JUNE 24-27,
2024 AT BALAR HOTEL AND SPA, BOAC, MARINDUQUE**

SCHOOL DIVISION OFFICE (23)

1.	Dr. Lynn G. Mendoza	Schools Division Superintendent
2.	Ma. Cecilia S. Manay	Chief Education Supervisor, SGOD
3.	John Dhelter P. Pastrana	Accountant III
4.	Dr. Rica Mai O. Larga	Medical Officer III
5.	Dr. Eugenil L. Rodil	Dentist II
6.	Dr. Herbart L. Lastra	Dentist II
7.	Dr. Queza Rina Q. Membrebe	Dentist II
8.	Dr. Melanie M. Mendoza	SEPS-SocMob
9.	Loida M. Ordillano	Nurse II
10.	Ma. Concordia M. Eborra	Nurse II
11.	Maria Kristine Nicola D. Iglesia	Nurse II
12.	Perry N. Jardiniano	Nurse II
13.	Rowena M. Malabana	Nurse II
14.	Shenalyn P. Peñascosas	Nurse II
15.	Susan P. Fatalla	Nurse II
16.	Thessie P. Oracion	Nurse II
17.	Anna Mae SD Luslos	Nurse II
18.	Jarrence S. Narito	Nurse II
19.	Kym Luzette S. Maming	Nurse II
20.	Joy Eltona N. Raza	Nurse II
21.	Melannie M. Llasos	Nurse II
22.	Wendy P. Lasic	Dental Aide
23.	Benedicto R. Mogol	Dental Aide

PUBLIC SCHOOLS DISTRICT SUPERVISORS (9)

1.	Aurea L. Mazo
2.	Myra R. Labay
3.	Dr. Elvin C. Perlas
4.	Maridel G. Lincallo
5.	Dr. Jay P. Pena
6.	Warlito P. Constantino
7.	Dr. Maria Lourdes P. Ricohermoso
8.	Constancia R. Vasco
9.	Dr. Josephine V. Marciano
10.	Dingson S. De Sena

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HEADS OF LAST MILE ELEMENTARY SCHOOLS (20)

	School Head	School
1.	Arnel R. Robles	Makulapnit Elementary School
2.	Analiza R. Paulin	Labo Elementary School
3.	Maribert S. De los Santos	Bicas Bicas Elementary School
4.	Alfin C. Jambalos	Bagacay Elementary School
5.	Charllote Grace S. Larga	Bacongbacong Elementary School
6.	Mildred M. Madriaga	Tabionan Elementary School
7.	Vincent L. Maderazo	Hinapulan Elementary School
8.	Ma. Monique J. De luna	Puting Buhangin Elementary School
9.	Mandy R. Piguerra	Tambangan Elementary School
10.	Gener J. Vitto	Haguimit Elementary School
11.	Cristina C. Colopano	Payanas Elementary School
12.	Grace V. Cabral	Sibuyao Elementary School
13.	Melvin M. Logdat	Tambunan Elementary School
14.	Daryl S. Janda	Boi Elementary School
15.	Crizaldo T. Jinang	Canat Elementary School
16.	Cleobilly J. Valentino	Tugos Elementary School
17.	Alvin P. Reynoso	Kalangkang Elementary School
18.	Randy P. Piramo	San Isidro Elementary School
19.	Marilyn A. Garay	Silangan Elementary School
20.	Melanie M. Arce	Hinadharan Elementary School

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June 5, 2024

ADVISORY

In view of the upcoming **Workshop for the Implementation of Healthy Learning Institutions (HLI)** in Balar Hotel & Spa, Boac, Marinduque. Please be advised of the following:

<p>VENUE / ACCOMMODATION</p>	<p>Balar Hotel & Spa, Boac, Marinduque Address: Brgy. Balaring, Boac, Marinduque</p> <p>Registration : June 24, 2024 (Monday) 8:00 AM Program will start by 8:30 AM Check-in: June 24, 2024 (Monday) 2:00 PM Check-out: June 28, 2024 (Friday) 12:00 PM</p> <p>Rooming list: Upon check-in</p>
<p>THINGS TO BRING</p>	<ol style="list-style-type: none"> 1. Laptop 2. Latest AIP, SIP, SBM 3. Printed and answered copy of Self-Appraisal Checklist (this will be used during Workshop) <p>bit.ly/2024SelfAppraisal Checklist</p>  <p><i>Scan me</i></p> <ol style="list-style-type: none"> 4. COVID-19 vaccination card/record 5. Any Govt-Issued Identification Card 6. Personal Protective Equipment (e.g., face mask, alcohol/sanitizer) 7. Personal medication 8. Please bring comfortable clothes for 4D3N and rubber/comfortable shoes.

Arrival of participants / Registration: June 23, 2024 (Monday) 8:00 AM – 9:00 AM

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IMPORTANT REMINDERS	<ol style="list-style-type: none">1. The Regional Personnel Order is attached as Annex A for your further reference. (This document will be amended to reflect any changes in activity schedule and list of participants)2. Participants are strongly advised to arrange their own transportation from their origin to the venue.3. Only fully vaccinated individuals are allowed entry in the venue. All participants will be required to bring and present their COVID-19 vaccination card/record at the venue.4. Participants with food allergy / diet restrictions must notify the facilitator/secretariat on or before June 14, 2024.5. Participants may direct further questions, concerns, or clarifications to Ms. Meigan Lozano (+63917-484-8317) facilitator/secretariat.6. No dress code shall be implemented; however, participants are urged to dress comfortably.7. All participants shall actively engage in all the discussions and activity. A copy of the program is attached as Annex B.8. All participants shall practice the health and safety guidelines at all times.9. Room assignments shall be provided upon registration. All participants shall strictly follow these final arrangements.
ANNEXES	Annex A: Regional Personnel Order Annex B: Program of Activities Annex C: Vicinity Map

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Annex A.



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May 22, 2024

DOH CHD MIMAROPA PERSONNEL ORDER
No. 2024- 143-09

SUBJECT: CONDUCT WORKSHOP FOR THE IMPLEMENTATION OF HEALTHY LEARNING INSTITUTIONS (HLI) IN MARINDUQUE ON JUNE 24-27, 2024

The following personnel are hereby authorized to conduct Workshop for the Implementation of Healthy Learning Institutions (HLI) in Marinduque at Balar Hotel and Spa, Boac, Marinduque on June 24-27, 2024:

CHD Office (June 23-28, 2024):

- | | | |
|----------------------------|---|----------|
| 1. Ms. Geraldine Ronquillo | - | HEPO II |
| 2. Ms. Ma. Arlene Reyes | - | Nurse II |
| 3. Ms. Meigan Lozano | - | HPO II |

PDOHO:

- | | | |
|------------------------------|---|--------------------|
| 4. Dr. Rachele Rowena Garcia | - | DMO V |
| 5. Mr. Delbert Madrigal | - | DMO IV |
| 6. Ms. Sharisse Tan-Vitto | - | DOH Representative |
| 7. Mr. Arjil Madriño | - | DMO II - UHC |
| 8. Ms. Jewel Mae Lim | - | IO II |
| 9. Ms. Ciara Lynn Semilla | - | PDO II, Marinduque |
| 10. Ms. Dianne Kay Guevara | - | PDO II, Palawan |

Likewise, upon the approval of their heads of offices, the following personnel are invited to attend the aforementioned activity:

Provincial Government Office:

- | | | |
|------------------------------|---|-----------------|
| 11. Hon. Bernadine Mercado | - | SP on Health |
| 12. Hon. Danilo Red | - | SP on Education |
| 13. Ms. Ana Marie Nepomuceno | - | PHO Accountant |

PHO:

- | | | |
|----------------------------------|---|------------------------------|
| 14. Dr. Gerardo Caballes | - | Provincial Health Officer II |
| 15. Dr. Jeremy May Caballes | - | Medical Officer III |
| 16. Engr. Mike Laylay | - | Provincial Engineer |
| 17. Ms. Jenissa Patricia Cabrera | - | HEPO II |
| 18. Ms. Kriselle Principe | - | Nurse I |

Kalusugan sa mga Isla, Kayamanan ng MIMAROPA

Quirino Memorial Medical Center Compound, P. Tuazon Blvd., Brgy. Marilag, Project 4, Quezon City • Trunkline: (+632) 912-01-95
Direct Line: (+632) 913-4650 • Fax Number (+632) 912-7754 • Website: www.ro4b.doh.gov.ph • Email: chdmimaropa@gmail.com

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19. Ms. Rose Anne Guevarra - Nurse I

School Division Office:

20. Ms. Lynn Mendoza - SDO Superintendent
21. Mr. JD Pastrana - SDO Accountant
22. Dr. Rica Mai Larga - Medical Officer
23. Dr. Eugenil Rodil - Dentist II
24. Dr. Herbart Lastra - Dentist II
25. Dr. Queza Quilindreno - Dentist
26. Ms. Melanie Mendoza - SSMNC – SOCMOB
27. Ms. Loida Ordillano - Nurse II
28. Ms. Maricon Eborá - OIC-Nurse
29. Ms. Nicola De Mesa-Iglesia - Nurse II
30. Ms. Perry Jardiniano - Nurse II
31. Ms. Rowena Malabana - Nurse II
32. Ms. Shenalyn Peñascosas - Nurse II
33. Ms. Susan Fatalla - Nurse II
34. Ms. Thess Oracion - Nurse II
35. Ms. Anna Mae Sto. Domingo Luslos - Nurse II
36. Mr. Jarrence S. Narito - Nurse II
37. Ms. Kymie Xette Saet - Nurse II
38. Ms. Joy Raza - Nurse II
39. Ms. Melanie Llasos - Nurse II
40. Ms. Wendy Lasic - Nurse II

Public Schools District Supervisors:

41. Ms. Aurea L. Mazo - Boac North
42. Ms. Myra Labay - Boac South
43. Mr. Elvin Perlas - Gasan
44. Ms. Maridel Lincallo - Buenavista
45. Mr. Jay Pena - Torrijos
46. Mr. Warlito Constantino - Sta. Cruz South
47. Ms. Maria Lourdes Ricohermoso - Sta. Cruz East
48. Ms. Constancia Vasco - Sta. Cruz North
49. Ms. Josephine Marciano - Mogpog

Last Mile Elementary Schools

50. Mr. Vincent Maderazo - Hinapulan ES
51. Ms. Maria Monique De Luna - Putting Buhangin ES
52. Ms. Mandy Piguerra - Tambangan ES
53. Mr. Gener Vitto - Haguimit ES
54. Mr. Arnel Robles - Makulapnit ES
55. Ms. Analiza Paulin - Labo ES
56. Ms. Maribert Delos Santos - Bicas ES
57. Mr. Alfin Jambalos - Bagacay ES
58. Mr. Junjun Sapungan - Bacongbacong ES

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- | | | |
|-----------------------------|---|---------------|
| 59. Ms. Mildred Madriaga | - | Tabionan ES |
| 60. Ms. Cristina Colopano | - | Payanas ES |
| 61. Ms. Grace Cabral | - | Sibuyao ES |
| 62. Mr. Melvin Lognat | - | Tambunan ES |
| 63. Mr. Daryl Janda | - | Boi ES |
| 64. Mr. Crizanto Jinang | - | Canat ES |
| 65. Mr. Cleobilly Valentino | - | Tugos ES |
| 66. Mr. Alvin Reynoso | - | Kalangkang ES |
| 67. Mr. Randy Piramo | - | San Isidro ES |
| 68. Ms. Marilyn Garay | - | Silangan ES |
| 69. Ms. Melanie Arce | - | Hinadharan ES |

Under this Order, the following expenses shall be charged against **Health Promotion (HP) 2024**:

- Board and lodging of participants;
- Daily/actual travelling expenses, incidental expenses of CHD and PDOHO personnel;
- Plane ticket of Ms. Dianne Kay Guevara (day before and after);
- Reimbursement of training materials/supplies, and;
- Other allowable expenses

Payment for van hire shall be charged against **HEPU CONAP 2023**, while daily travelling expenses (DTE) and other allowable expenses of participants from PGO, PHO, DepEd SDO, and LGU shall be charged against their sending agencies, subject to the availability of funds and the usual accounting and auditing rules and regulations.

This Order being made for the good of public service is hereby declared official, confirmed and made of record.

MARIO S. BAQUILOD, MD, MPH, CESO IV
Director IV

MTGC/rpr/magr/LHSD

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**2024 Healthy Learning Institutions Implementation
Workshop School-Level Action Planning for HLI**

June 24-27, 2024

Balar Hotel

Time	Activity	Person-in-charge
June 24, 2024 DAY 1 : INTRODUCTION https://bit.ly/HLI-W2-Day1-Deck		
8:00 AM - 8:30 AM	Registration	
8:30 AM - 9:00 AM	Session 1: Preliminaries	
9:00 AM - 9:15 AM	Welcome Message	Dr. Gerardo Caballes PHO II, Marinduque
9:15 AM - 9:30 AM	Opening Message	Dr. Rachele Rowena Garcia DMO V, Marinduque Ms. Lynn Mendoza SDO, Superintendent
9:30 AM - 9:30 AM	Introduction of Participants	Ms. Jewel Mae Lim IO II
9:30 AM - 10:00 AM	Expectation Setting Pre-test	
10:00 AM - 11:00 AM	Health Promotion Framework Strategy	Ms. Jenisa Cabrera HEPO, PHO
11:00 AM - 11:45 NN	Healthy Settings Program	Ms. Geraldine P. Ronquillo HEPO II
11:45 AM - 12:00 NN	Workshop Orientation	Ms. Ma. Arlene G. Reyes Nurse II/HLI Focal
12:00 NN	LUNCH	
1:00 PM - 3:00 PM	Session 2: Introduction to Healthy Learning Institutions <ul style="list-style-type: none"> o Orientation on OKD-HLI o Discussion on OKD-HLI 	Ms. Ma. Arlene G. Reyes Nurse II/HLI Focal
3:00 PM - 4:30 PM	<ul style="list-style-type: none"> o Characteristics of a Leader o Visioning Exercise 	Ms. Geraldine P. Ronquillo HEPO II
4:30 PM - 5:00 PM	Reminders and Check-in	
Host: Ms. Jewel Mae Lim		
June 25, 2024 DAY 2 : CONTEXT SETTING https://bit.ly/HLI-W2-Day2-Deck		
8:00 AM - 8:10 AM	Prayer and Energizer	Ms. Ciara Lynn Semilla PDO II
8:10 AM - 9:30 AM	Session 3: Deep Diving on the HLI Framework <ul style="list-style-type: none"> o Recap on the Six Pillars 	Ma. Arlene G. Reyes Nurse II/HLI Focal

	<ul style="list-style-type: none"> ○ The HLI Implementation 	
9:30 AM - 12:00 NN	<ul style="list-style-type: none"> ○ The OKD-HLI Healthy School Standards 	Ms. Geraldine P. Ronquillo HEPO II
12:00 NN	Lunch	
1:00 PM - 3:00 PM	<ul style="list-style-type: none"> ○ The Self Appraisal Checklist 	Ma. Arlene G. Reyes Nurse II/HLI Focal
	Ice Breaker: What We Have in Common	
3:00 PM - 4:30 PM	Session 4: Annual Implementation Plan Review <ul style="list-style-type: none"> ● School-based Management and the AIP Template ● AIP Review 	Ms. Ma. Cecilia S. Manay Chief Education Supervisor - SGOD
4:30 PM - 5:00 PM	Recap and Reminders	
Host: Ms. Ciara Lynn Semilla		
June 26, 2024 DAY 3 : ACTION PLANNING https://bit.ly/HLI-W2-Day3-Deck		
8:00 AM - 8:10 AM	Prayer and Energizer	Ms. Ciara Lynn Semilla PDO II
8:10 AM - 11:15 AM	Session 5: Planning Proper <ul style="list-style-type: none"> ● Gallery walk & top 5 ● Mapping stakeholders ● Formulation of supplemental AIP for HLI 	Ma. Arlene G. Reyes Nurse II/HLI Focal
11:15 AM - 12:00 NN	Presentation and Consultation on HLI Plan of Marinduque	Ms. Jenisa Cabrera HEPO, PHO
12:00 NN	Lunch	
1:00 PM -3:00 PM	Workshop on School-level Plan	Ms. Ma. Cecilia S. Manay Chief Education Supervisor - SGOD
3:00 PM - 4:40 PM	Session 6: Presentation of Plans	School Heads
4:45 PM - 5:00 PM	Recap and Reminders	
Host: Ms. Jewel Mae Lim		
June 27, 2024 DAY 4 : PRESENTATION AND CLOSING https://bit.ly/HLI-W2-Day4-Deck		
8:00 AM - 8:05 AM	Prayer	Ms. Ciara Lynn Semilla PDO II
8:05 AM - 8:30 AM	Back-to-back drawing	Ms. Geraldine P. Ronquillo HEPO II
8:30 AM - 9:30 AM	Session 6: Presentation of Plans (continuation)	School Heads
9:30 PM - 9:45 AM	Agreement on School-level Plan <i>(deadline of submission to SDO, SDO to PHO)</i>	Ms. Ma. Cecilia S. Manay Chief Education Supervisor - SGOD
10:15 PM - 11:00 AM	Session 7: What's Next For HLI?	Ma. Arlene G. Reyes

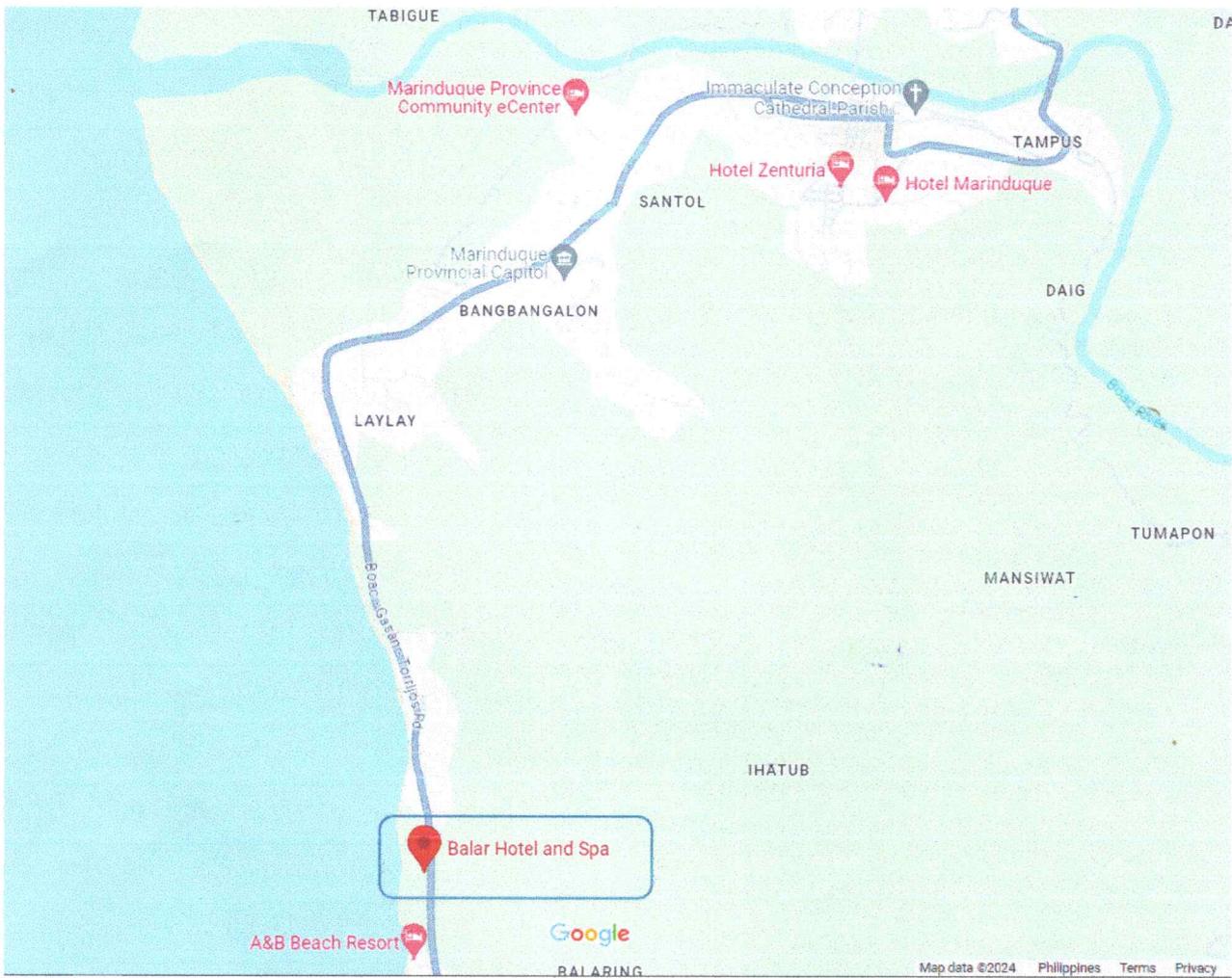
	<ul style="list-style-type: none"> ● Orientation of INSET ● Monitoring and Evaluation 	Nurse II/HLI Focal
10:30 AM - 10:45 AM	Pledge of Commitment	
10:45 AM - 11:30 AM	Recognition Ceremony	
11:30 AM - 12:00 NN	Closing Message	Dr. Jeremy Caballes MO III, PHO
12:00 NN	Lunch and Check-out	
Host: Ms. Jewel Mae Lim		



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Annex C.



Kalusugansamga Isla, Kayamanan ng MIMAROPA