January 7, 2020

MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Secondary School Principals
Officers-in-Charge
Public Schools

INVITATION TO STRESS MANAGEMENT WORKSHOP

Attached is a letter from Ms. Solvie T. Nubla-Lee, Director, Pathways to Higher Education, Ateneo De Manila University re: four-session workshop entitled “Stress Marks: Preventing Teacher Burnout, content of which is self-explanatory, for information and guidance of all concerned.

Teachers who will attend the activity scheduled on weekends (Saturday and/or Sunday) or holiday will be given a one-day service credit depending on the number of weekends/holidays the activity falls on based on DepEd Order (DO) No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers, and DO 94, s. 2003 entitled Addendum to DO 53, s. 2003.

Non-teaching personnel who will attend in the said activity shall be granted one-day Compensatory Time Off per CSC & DBM Joint Circular No. 2, s. 2004 entitled Non-monetary Remuneration for Overtime Services Rendered.

Immediate and wide dissemination of this Memorandum is desired.

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-in-Charge
Office of the Schools Division Superintendent
Dear Dr. Gawoia,

Warm greetings from Pathways!

We are pleased to inform you the stress management workshop we have worked is now ready. As what we initially shared with Dr. Torrecampo, the teacher coordinators from our partner schools have expressed their need for a workshop like this.

Upon hearing this, we embarked on a collaboration with the Ateneo SALT Institute as well as the Ateneo Psychology Department to craft modules that would cater specifically to public school teachers and the stressors they face. The output of which is this **four-session workshop** entitled: "Stress Marks: Preventing Teacher Burnout".

We are very fortunate to have Dr. Arsenio Allanan as the lead resource person and facilitator for this project. All sessions will be held on Saturdays from 8am-5pm at the Lighthouse for New Learning, 4/F Arete, Ateneo de Manila, Loyola Heights campus on the following dates:

- January 11
- February 8
- March 7 and
- May 9 or 16

The participants need to **attend all four sessions** in order to benefit from the workshop. The entire workshop is subsidized by a donor from the Ateneo SALT Institute and will thus be offered for **free for our public-school teacher coordinators**. Enclosed is the backgrounder on this, along with a profile of our lead resource person. Enclosed is the list of Pathways teacher coordinators from Marikina partner schools, for your reference.

We would like to request for your assistance in:

1. Endorsing this project to our partner schools.
   We will be able to accommodate 40 pax for this initial run, on a **first come, first served basis**. I have enclosed a list of target participants whom we will need to sign up through this Google link: [https://tinyurl.com/StressMarks](https://tinyurl.com/StressMarks)

2. Request for possible service credits to be given to the teachers who will complete all four sessions.

We truly hope for your support for this project and look forward to working with you to see how we can better collaborate for future workshops for our public school teachers. Thank you very much!

Sincerely,

Solvie T. Nubla-Lee
Director

*Address: 108 G/F CCS Bldg, Social Development Complex, Katipunan Ave, Loyola Heights, 1108 Quezon City, Philippines*   
*Tel 426 6001 ext 4045 to 4049 • Tel/Fax 920 0153 • pathways@ateneo.edu*
<table>
<thead>
<tr>
<th>School</th>
<th>Teacher Coordinators (Junior HS)</th>
<th>Teacher Coordinators (Senior HS)</th>
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<tr>
<td>Barangka National High School</td>
<td>Ms. Lilo Jaso Jaso</td>
<td>Ms. Marielene Balaba-Matias</td>
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<td>Concepcion Integrated School</td>
<td>Ms. Filoinas Toledana</td>
<td>Ms. Catherine Huerno</td>
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<td>Fortune High School</td>
<td>Ms. Concepcion Lopez</td>
<td>Ms. Alexandra Pineda</td>
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<td>Jesus dela Peña National High School</td>
<td>Mr. Bryan D. Aurelio</td>
<td>Ms. Imelda Zapanta</td>
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<td>Kalumpang National High School</td>
<td>Mr. Ramon S. Rodriguez</td>
<td>Ms. Claudia S. Ayroso</td>
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<td>Malanday National High School</td>
<td>Mr. Edmon B. Adesas</td>
<td>Ms. Chiara S. Arenque</td>
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<td>Marikina Heights High School</td>
<td>Ms. Teresita Abella</td>
<td>[none]</td>
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<td>Marikina High School</td>
<td>Mr. Fernando Tuliao</td>
<td>Mr. Reynald Alfred A. Recede</td>
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<td>Marikina Science High School</td>
<td>Ms. Virginia Jaralve</td>
<td>Ms. Jossa Margaret Aloria-</td>
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<td>Francisco</td>
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<td>Nangka High School</td>
<td>Ms. Janet M. David</td>
<td>Ms. Maybele L. Roa</td>
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<td>Ms. Normita Arandela</td>
<td>Mr. Jeffrey G. dela Cruz</td>
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<td>[none]</td>
<td>Ms. Roleta V. Reduccion</td>
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<tr>
<td>SSS National High School</td>
<td>Ms. Janine Elen S. Garcia</td>
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<td>Sta. Elena High School</td>
<td>Ms. Gay Ann Mego</td>
<td>Mr. Romeo A. Pilongo</td>
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<td>Sto Niño National High School</td>
<td>Ms. Ma. Lorelei I. Mangaogang</td>
<td>Ms. Michelle B. Carlos</td>
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<td>Tañong High School</td>
<td>Mr. Victor Ang, Jr.</td>
<td>Ms. Editha A. Cuartero</td>
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Pathways Outreach Workshop #2: “Stress Marks: Preventing Teacher Burnout”

Background

Pathways to Higher Education is a 17-year old social involvement program of the Ateneo de Manila University. It identifies high potential public high school students and equips them with the academic and formative skills needed to access and graduate from quality higher education. It also has the equally important mission of nurturing them into ethical and discerning leaders committed to excellence and service to society.

Early this year, Pathways gathered all its partners in an Education Partners’ Luncheon to talk about the recruitment for the upcoming batch of Grade 11 students, but also to update them on the merger of Pathways to another unit called the Ateneo SALT Institute. And this merger enables Pathways to also expand our services to public school teachers.

In that event, we conducted an informal needs analysis with Pathways partner schools and partner teacher principals and coordinators from Marikina and Quezon City to find out how we can be of better help to them. One of the topics that almost all teachers raised was managing life’s stresses and their overall feeling of tiredness.

Since then, Pathways began working with the Ateneo SALT Institute and Dr. Arsenio Alianan of the Ateneo Psychology Department to develop a stress management workshop specifically for partner public school teachers, which has been entitled Preventing Teacher Burnout.

Program Overview

The proposed Stress Management Workshop will be led by Dr. Alianan and his team, to be supported by Pathways and SALT Institute facilitators. Participants will initially be teacher coordinators from Pathways partner schools in Marikina and Quezon City.

The Workshops will be a four-part series where participants will be able to:

- Identify stress points and stressors;
- Identify ways of coping and managing one’s stress;
- Employ relaxation techniques that can be used during stressful situations;
- Understand the value of self-care and the many ways this can be applied in daily life and
- Renew the self and vocation

This will be a series of four whole-day workshops (8am-5pm) over four months beginning January 2020.

Program Proper

One must commit to attend all four sessions in order to fully benefit from the sessions. The workshops will be held at the Lighthouse for New Learning, 4/F Arete, Ateneo de Manila University.
THIRD TARGET DATE AS FOLLOWS:
- January 11 (Saturday)
- February 8 (Saturday)
- March 7 (Saturday)
- May 9 or 16 (Saturday)

MAIN RESOURCE PERSON & FACULTATOR
Dr. Arsenio Ailanan Jr. is an Assistant Professor at the Department of Psychology of Ateneo de Manila University. He is a founding member of PsychConsult, Inc., a private mental health service provider in Quezon City, and currently owns a private practice there. At various points, he had brief teaching stints with the Psychology Departments of the University of the Philippines in Diliman, the De La Salle University, and the National University of Singapore. Yet another involvement for nearly a decade was in the Department of Psychiatry and Behavioral Medicine in the University of the Philippines-Philippine General Hospital. His current research interests include: psychological testing in the Philippines, particularly the assessment of basic aptitudes and abilities; effectiveness of counseling and psychotherapy; application and effectiveness of online counseling; the mental health impact of migration and diaspora of Filipinos.

Target Participants
The target participant for this initial run are the teacher coordinators from Pathways partner public schools, for free.

Application for CPD Credits
This workshop has already been submitted to the Professional Regulatory Board for application of CPD credits. We shall update by first week January.

Support from Department of Education
Although Pathways will already be disseminating this to its partner public schools, we hope to get your support by:
- Endorsing this project
- Offering service credits to the teachers who will complete the program