



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

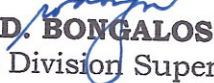
OFFICE ORDER

OO-OSDS-2023- 01

**MASTERING STRESS MANAGEMENT AND EFFECTIVE COMMUNICATION
IN THE WORKPLACE SEMINAR**

To: All Division Office Personnel

1. Recognizing the importance of enhancing the well-being and communication within the professional environment of personnel, this Office announces the conduct of **Mastering Stress Management and Effective Communication in the Workplace Seminar** on **December 4, 2023**. The venue will be announced later.
2. The seminar aims to a) raise awareness about the causes and effects of stress by providing participants with a comprehensive understanding of stress and its impact on their lives; b) educate participants about various stress management techniques; c) to promote overall well-being and productivity among participants; and d) enhance communication skills in the workplace to foster a positive and collaborative work environment.
3. To ensure a smooth and successful workshop, please come prepared with an open mind, a positive attitude, and a willingness to actively participate in the activities and discussions.
4. Expenses relative to the said activity shall be charged to (Organizational Professional Development for Non-Teaching Personnel (OPDNTP) Fund, subject to the usual accounting and auditing rules and regulations.
5. For your information, guidance, and compliance.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/EQA/ADMIN/atm



H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@depd.gov.ph