



Republic of the Philippines  
**Department of Education**  
Region VII – CENTRAL VISAYAS  
**SCHOOLS DIVISION OF BOHOL**

**Office of the Schools Division  
Superintendent**

April 12, 2021

DIVISION MEMORANDUM  
No. **233**, Series 2021

**Development of Contextualized Operations Manual in the Promotion of Teachers, School Heads,  
and Non-Teaching Personnel**

**TO:** Assistant Schools Division Superintendents  
Chiefs- CID and SGOD Functional Divisions  
Public Schools District Supervisor  
Elementary and Secondary School Heads  
All Others Concerned

1. Mental health problems are an extremely important issue worldwide due to their impact on the human rights and quality of life of those affected and their families. (WHO).
2. In a study conducted in a Capstone Project at the Development Academy of the Philippines (DAP), one of the causes of emotional and psychological problems met among DepEd teachers and administrators is with regard to slow promotion process. Some of the respondents in the study revealed that they are not aware on the needed documents to support their activities worthy to be part of the considerations in the promotion processes.
3. **Project MaRENS (Mentoring and Rendering Empathetic Services)**, has been created with a proposed development of an operations manual to provide appropriate documents that will serve as guide among teachers, and other non-teaching personnel in SDO Bohol of the pursuit of professional and personal growth.
4. Attached herewith is the list of the members of the Technical Working Group Members who will lead in the preparation and development of the proposed operations manual scheduled on April 19-20, 2021, to be held at BPSTEA Building, Tagbilaran City.
5. Immediate dissemination is expected.

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Schools Division Superintendent



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