



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

Office of the Schools Division  
Superintendent

December 7, 2021

Office Memorandum  
No. 46 series of 2021

For: Chiefs of SGOD and CID  
Heads of Functional Sections  
Schools Division Office Personnel  
All others concerned

Subject: **SCHEDULE OF THE WORKPLACE WELLNESS PROGRAM**

- I. The study "**Cardiovascular Disease Risk Level of the Division Office Personnel of the Department of Education, Division of Bohol**" instituted the Workplace Wellness Facilities, which were successfully inaugurated during the ceremonial launching of the **Non-Communicable Diseases Program** at the Schools Division Office on **November 29, 2021**.
- II. The key findings of the study were the high prevalence of obesity and physical inactivity among the schools division office personnel.
- III. Hence, the **Workplace Wellness** under the DepEd Bohol Non-Communicable Diseases Program aims to integrate physical activity into the work routines of the SDO personnel to develop their exercise habits and minimize the impact of sedentary lifestyles.
- IV. In view of the said, this office issues this memorandum to provide the **recommended schedule** of usage of the Workplace Wellness Facilities (exercise equipment) from **12:00-1:00 p.m.** and **4:00-5:00 p.m.** from **Monday to Friday**.

Day	Scheduled Section to use the Workplace Wellness Facilities
Monday	Cashier, Budget, PMU, Accounting
Tuesday	IAS, Physical Facilities, Property, Records
Wednesday	DPSU, GSO, HRMO



Thursday	Legal, CID, SGOD
Friday	ASDS, LRMDS, SDS

- V. All concerned are encouraged to avail of the Workplace Wellness Facilities through the schedule with adherence to the following:
- a. To avoid crowding, only 4 to 5 personnel are to be present at the Workplace Wellness Area at a time;
  - b. Availing of the facilities by personnel should not interfere with their essential transactions and activities and should be with the approval of the section head;
  - c. That there be a harmonization among sections sharing the same scheduled day;
  - d. Equipment should be treated with care, and the cleanliness of the surroundings be observed.
- VI. Furthermore, all SDO personnel are encouraged to participate in a **10-15 minutes "Zumba session"** to be conducted **every Friday at 4 p.m.** at the SDO.
- VII. For information, dissemination, and support.

  
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