



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

December 1, 2025

DIVISION MEMORANDUM

No. 863 s, 2025

SDO Bohol Year-End Assessment and Performance Review

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
Heads of Sections/Units
All Others Concerned

In line with Division's commitment to ensure continuous improvement in the delivery of programs and services, and to promote the holistic well-being of its workforce, the Schools Division Office of Bohol will conduct its **Year-End Assessment and Mental Health Awareness Activity this coming December 22, 2025 at Reynas the Haven and Gardens, Calceta St. Tagbilaran City**. This initiative aims to evaluate organizational performance for the current year while integrating mental health education to strengthen resilience, work-life balance, and emotional wellness among employees.

The Objective of the activity specifically aims to:

- a. Review the Division's accomplishments, performance indicators, and areas for improvement for CY 2025;
- b. Identify programs, strategies, and operational directions for the incoming year;
- c. Recognize outstanding contributions of individuals and functional sections/units.
- d. Raise awareness on mental health, self-care practices, and stress management, in accordance with the Mental Health Act and DepEd's advocacy for employee wellness;
- e. Provide employees with practical tools and coping strategies to enhance psychological well-being; and
- f. Foster a supportive and healthier working environment.

Please be informed that SDO will operate on a **skeletal workforce on December 22, 2025 (Monday), from 8:00 a.m. to 5:00 p.m.**, and will resume regular operations on **December 23, 2025**.

Meals, venue and other incidental expenses relative to the conduct of this activity shall be charged against SDO MOOE Funds, subject to the usual accounting and auditing rules and regulations.

The list of participants is attached for your reference.

This memorandum serves as **Travel Order**.

Immediate dissemination of this memorandum is enjoined.


FAY C. LUAREZ EdD, PhD.TM, CESO VI
Schools Division Superintendent

