



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JAN 14 2025

**MEMORANDUM**

**SCHOOL HEALTH EMPLOYEES ASSOCIATION NATIONAL CAPITAL  
REGION, INC. (SHEAN) NEW YEAR CONFERENCE 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. Attached is Regional Memorandum DM-ORD-2025-020, dated January 7, 2025, on the above-captioned title, with the theme "*Strengthening Advocacy and Awareness in Harmony with Excellence, Accountability and Nobility*" to be held at Ponciano Bernardo Elementary School Multi-Purpose Hall, P. Tuazon Boulevard, Cubao, Quezon City on **January 15, 2025, 8:00 a.m. – 5:00 p.m.**
2. In this regard, all Division and School Health Personnel are enjoined to attend the said activity on Official Business. Seminar and travel expenses may be charged to the Maintenance and Other Operating Expenses (MOOE) and/or School Clinic Fund, subject to the usual accounting and auditing rules and regulations.
3. Immediate and wide dissemination of this Memorandum is desired.

For:

**VIOLETA M. GONZALES**

Asst. Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

By:

  
**MA. REGAELE A. OLARTE**

OIC- Chief Education Supervisor, SGOD  
Officer-In-Charge  
Office of the Asst. Schools Division Superintendent

Enclosure: As stated

References: None

To be indicated in the Perpetual Index  
under the following subjects:

COMMUNICATION

SEMINAR

EMPLOYEES

MML / DM – School Health Employees Association-NCR New Year Conference 2025  
020 / January 14, 2025

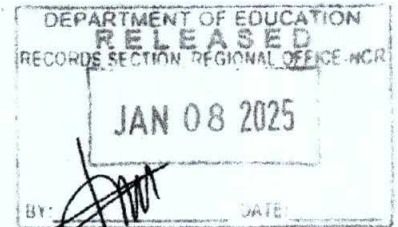
UN-2025-020



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
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Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
**ORD-2025- 020**

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
CHIEFS OF FUNCTIONAL DIVISIONS  
ALL OTHERS CONCERNED

**FROM :** OFFICE OF THE REGIONAL DIRECTOR

**SUBJECT :** SCHOOL HEALTH EMPLOYEES ASSOCIATION NATIONAL  
CAPITAL REGION, INC (SHEAN) NEW YEAR CONFERENCE  
2025

**DATE :** January 7, 2025

1. This is in relation to the scheduled School Health Employees Association- National Capital Region, Inc. (SHEAN) Year- End Conference 2024 which was postponed and to be conducted on **January 15, 2025,, 8:00 AM- 5:00 PM** as **SHEA- NCR, Inc, New Year Conference 2025** at **Ponciano Benardo Elementary School Multi- Purpose Hall, P. Tuazon Boulevard, Cubao, Quezon City** with the theme: **"Strengthening Advocacy and Awareness in Harmony with Excellence, Accountability and Nobility"**.
2. Attached is a letter- request from the organization dated November 22, 2024, signed by Karen Y. Belagan, RN, President requesting all school physicians, school dentists, school nurses and dental- aides of DepEd- NCR to participate in the aforementioned activity.
3. In line with this, the School Health and Nutrition Unit (SHNU) enjoins all school health personnel of Deped, NCR to attend on **Official Business**.
4. For more information, please contact **Connie P. Gepanayao, MD, FPPS Medical Officer IV- School Health and Nutrition Unit** through email at [lnu.ncr@deped.gov.ph](mailto:lnu.ncr@deped.gov.ph) or cellphone number **0918-941-1154**.
5. Immediate dissemination of this Memorandum is desired.

**JOCELYN DR. ANDAYA**  
Regional Director, NCR  
Concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations



Address: 6 Misamis St., Bago Bantay, Quezon City  
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Website: [depedncr.com.ph](http://depedncr.com.ph)







## School Health Employees Association-NCR, Inc.

School Health and Nutrition Unit, DepEd-NCR  
Misamis St. Bago Bantay, Quezon City

November 22, 2024

**JOCELYN DR ANDAYA**

Director IV

Regional Director, DepEd- NCR

THRU: **CONNIE P. GEPANAYAO, MD, FPPS**  
Medical Officer IV  
Head, School Health and Nutrition Unit  
DepEd - NCR

**Dear RD Andaya,**

Warm Greetings of Peace!

The **School Health Employees Association- National Capital Region, Inc. (SHEAN)** will be conducting the **SHEAN Year- End Conference** on **December 18, 2024, Wednesday, 8:00 AM to 5:00 PM** at **P. Bernardo Elementary School Multi- Purpose Hall, Brgy. Kaunlaran, Quezon City** with the theme: **"Strengthening Advocacy and Awareness in Harmony with Excellence, Accountability and Nobility"**. The objectives of the Conference are to:

1. Enhance awareness on the topic **Spirituality in the Workplace**;
2. Conduct election of new set of **SHEAN Officers**;
3. Strengthen camaraderie and smooth interpersonal relationship among **School Health Personnel of NCR**; and
4. Conduct a simple activity to commemorate the **Christmas season**

In this regard, may we request your good Office for the approval of the above-mentioned activity and to allow the **School Health Personnel of DepEd- NCR** to attend on **Official Business**. Your support to our **SHEAN** activities had been very instrumental in upskilling the **School Health Personnel** to be more capacitated in rendering services to the learners, teaching and non- teaching personnel in their respective Divisions.

We are looking to your favorable response on this request. Thank you very much and more power!

Very truly yours,

*Karen Y. Belagan*  
**KAREN Y. BELAGAN, RN, MPA**  
Nurse III, SDO- Quezon City  
President

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**"Service in Harmony with Excellence, Accountability and Nobility"**