



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

January 21, 2025

DIVISION MEMORANDUM

No. 064, s. 2025

LIVING FAITH AT WORK: WORKPLACE SPIRITUALITY PROGRAM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit and Section Heads
All Others Concerned

1. The Schools Division of Sagay City shall implement the **Living FAITH at Work: Workplace Spirituality Program** which is rooted in the recognition that the holistic development of employees, encompassing mental, emotional, and spiritual well-being, is essential for achieving organizational excellence. FAITH is an acronym for the framework of the program which are Fellowship, Appreciation, Inspiration, Togetherness, and Harmony. This initiative aligns with the core values of the Department of Education (DepEd)—Maka-Diyos, Maka-Tao, Maka-Kalikasan, and Maka-Bansa—and the Civil Service Commission's (CSC) emphasis on integrity, professionalism, and respect for human dignity.
2. Moreover, the goals of this program are in adherence to existing DepEd and CSC issuances:
 - a. **Promoting Holistic Well-being**
 - i. In line with CSC MC No. 02, s. 2011, the program fosters spiritual well-being to complement physical and mental health initiatives.
 - b. **Upholding Ethical Standards**
 - i. Aligned with RA 6713, the program nurtures integrity, accountability, and moral excellence, ensuring that employees serve as role models.
 - c. **Fostering Core Values**
 - i. Guided by DepEd Order No. 36, s. 2013, the program integrates values such as compassion, patriotism, and environmental stewardship into the workplace culture.
 - d. **Creating a Harmonious Workplace**
 - i. Consistent with CSC MC No. 19, s. 1999, the program builds a sense of fellowship and appreciation, encouraging teamwork and collaboration.



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- e. **Encouraging Work-Life Balance**
 - i. Supports the principles of DepEd Order No. 14, s. 2020 by addressing stress management and fostering resilience, ensuring a balanced and fulfilling professional life.

3. This program aims to:
 - a. foster a culture of Fellowship by promoting trust, respect, and collaboration among employees;
 - b. provide opportunities for meaningful interactions and team-building activities to strengthen bonds;
 - c. recognize and celebrate individual and team contributions to increase motivation and job satisfaction;
 - d. encourage a gratitude-driven workplace where employees feel valued and acknowledged;
 - e. align organizational values with individual aspirations to create a sense of purpose in work;
 - f. encourage innovation and creativity by providing inspiration through shared vision and leadership;
 - g. strengthen the sense of belonging by creating an inclusive environment that values diversity;
 - h. promote mental, emotional, and spiritual well-being through mindfulness, stress management, and wellness programs;
 - i. provide mentorship and development programs to empower employees in their professional and personal lives;
 - j. establish a workplace that prioritizes kindness, empathy, and ethical practices; and
 - k. ensure alignment between organizational goals and employee well-being to create a balanced, fulfilling work culture.

4. The Living FAITH at Work shall be conducted every First Friday of the month though the following activities:
 - a. *Spiritual Fellowship and Reflection Time* which could be the celebration of mass, bible sharing or similar faith-based activities;
 - b. *Moment of Appreciation and Inspiration* which is the recognition and celebration of individual milestones and achievements; and
 - c. *Togetherness and Harmony Session* which includes the discussion and reflection on the Monthly Value Focus as indicated in the Division Memorandum No. 47, s. 2025.

5. This program acknowledges that cultivating spirituality in the workplace enhances collaboration, reduces stress, and creates a culture where individuals feel appreciated, inspired, and united. By prioritizing *Fellowship, Appreciation, Inspiration, Togetherness, and Harmony*, the Schools Division Office can empower employees to achieve both personal fulfillment and organizational success. Schools and Learning



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Centers are encouraged to adopt or implement the same program to their respective offices.

6. Schedule may be changed that shall be announced through a Division Memorandum. Skeletal workforce shall be implemented in the offices to ensure that office operations are not affected by the conduct of this activity.

7. The Program Management Team (PMT) shall be Chaired by the Assistant Schools Division Superintendent with the Human Resource Management Officer and Specialists of Human Resource Development Section as members. The Chairman can designate and expand PMT membership to ensure the implementation of this program.

8. Expenses relative to the conduct of this activity shall be charged against MOOE/ Local funds subject to the usual accounting and auditing rules and regulations.

9. It is understood that the Equal Opportunity Principle (EOP) is strictly adhered to in the conduct of this activity. Thus, there shall be no discrimination on account of age, gender identity, sexual orientation, civil status, disability, social status, religion, ethnicity and political affiliations or other personal circumstances.

10. Immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL

*Assistant Schools Division Superintendent
Officer In-charge
Office of the Schools Division Superintendent*



Enclosure : None
Reference : None
No. of Pages : 3

To be indicate in the **Perpetual Index** under the following subjects:
SPRITUALITY WELLNESS DIVISION

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