



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DE ORO

DEPARTMENT OF EDUCATION
DIVISION OF DAVAO DE ORO
RECORDS SECTION
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Office of the Schools Division
Superintendent

October 30, 2025

DIVISION MEMORANDUM
No. **1540**, s. 2025

**INVITATION TO PARTICIPATE IN THE BASIC EMOTIONAL INTELLIGENCE
ENHANCEMENT ACTIVITY**

To: Public Schools District Supervisor
District Coordinating Principals
Secondary and Elementary School Heads
All others concerned

1. Herewith is the letter dated October 30, 2025 from Honorable Maria Carmen S. Zamora, MNSA, Congresswoman Representative 1st District of Davao de Oro re: Basic Emotional Intelligence Enhancement Activity on November 5-6, 2025, to be held at Zamora Compound Function Hall, Monkayo, Davao de Oro.
2. Anent to this, the identified participants are hereby advised to attend the said activity.
3. Travel, and other incidental expenses of the participants shall be charged against School MOOE, PTA Funds, or any local fund, subject to the usual accounting and auditing rules and regulations.
4. Other details and the official list of participants are provided in the enclosure.
5. Immediate dissemination of this Memorandum to all concerned is highly encouraged.

PHOEBE GAY L. REFAMONTE CESO VI
Schools Division Superintendent



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro
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LIST OF PARTICIPANTS

Basic Emotional Intelligence Enhancement Activity

Name	Position/Designation	School
1. Jason Eyana	Assistant School Principal II	Camansi NHS, Montevista District
2. Jeirmane P. Dahay	School Principal III	New Visayas ES, Montevista
3. Rheex Castor	School Principal I	Magnaga NHS, Mabini
4. Myralona Balawag	School Principal III	Muñoz ES/Monkayo East District
5. Shirley Jean Sugano	PSDS	Monkayo West



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Republic of the Philippines
House of Representatives
Quezon City

HON. MARIA CARMEN S. ZAMORA, MNSA

Representative
Davao de Oro, 1st District
(formerly Compostela Valley Province)

October 30, 2025

PHOEBE GAY L. REFAMONTE, CESO VI

Schools Division Superintendent Davao de Oro

Subject: *Invitation to Participate in the Basic Emotional Intelligence Enhancement Activity*

Dear SDS Refamonte,

Greetings of peace and public service!

In line with our continuing efforts to promote personal growth, teamwork, and professional development among government workers, we are pleased to inform you that our office will be sponsoring a **Basic Emotional Intelligence Enhancement** activity on **November 5–6, 2025**, to be held at the **Zamora Compound Function Hall, Monkayo, Davao de Oro**.

We are privileged to have invited a high-caliber resource speaker, **Ms. Teresita Albert**, CEO and President of **T.R.A.C. Training Consultancy**, who will share her expertise and insights on emotional intelligence and its application in the workplace.

This activity aims to strengthen the participants' **self-awareness, self-regulation, motivation, empathy, and social skills** within and beyond their office comfort zones—vital competencies in fostering a positive work environment among colleagues and in enhancing effective public service delivery.

In this connection, we respectfully invite **six (6) of your key people as participants** from the **Department of Education Division of Davao de Oro** to join the said activity. Their attendance and active engagement will be invaluable in enriching the discussions and promoting inter-office collaboration. Kindly provide us with the **names, positions and office/department** of the participants the soonest possible time.

We look forward to your favorable response and participation. Should you need further details, please contact **Ms. Darling Lucero-Reterba** at **0918 921 6141** or via email at prosperity72470@yahoo.com.

Thank you for your kind attention and continued support for programs that enhance the capabilities of our public servants.

Very truly yours,

MARIA CARMEN S. ZAMORA, MNSA