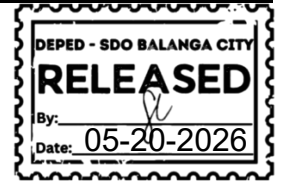




Republic of the Philippines
Department of Education
Region III – Central Luzon
SCHOOLS DIVISION OF CITY OF BALANGA

Office of the Schools Division
Superintendent

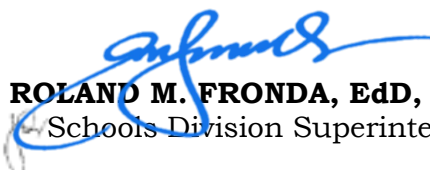


OFFICE MEMORANDUM
No. 017 s. 2026

CONDUCT OF WORK-LIFE BALANCE ACTIVITIES

To: Chief Education Supervisors
Division Unit/Section Heads
All Others Concerned

1. As part of the Division's initiatives to promote work-life balance, the undersigned hereby approved the regular CONDUCT OF **WORK-LIFE BALANCE ACTIVITIES (SHAPE-UP activities)** every Thursday from 3:00 pm to 5:00 pm, starting May 21, 2026.
2. The activities shall be coordinated with the division/unit/section heads and Education Program Supervisor – MAPEH for sports activities.
3. All personnel are strongly encouraged to actively participate in the SHAPE-UP clubs of their choice, as these activities are designed to foster physical wellness, mental rejuvenation, and a sense of community among Division employees. Participation in at least one (1) club is highly recommended to ensure the holistic well-being of every employee.
4. The conduct of these activities shall adhere to the established schedule and guidelines set forth by the Division. Club facilitators and members are expected to observe proper conduct, punctuality, and respect for all participants throughout the duration of the program.
5. Attendance and engagement records shall be maintained by the respective club facilitators and submitted to the Human Resource Management Office (HRMO) on a monthly basis as part of the Division's monitoring and evaluation of the Work-Life Balance Program.
6. Immediate and wide dissemination of this Memorandum is desired.


ROLANDO M. FRONDA, EdD, CESO V
Schools Division Superintendent

Ref. No. SGOD-EPS-2026
S1/S3 May 18, 2026
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