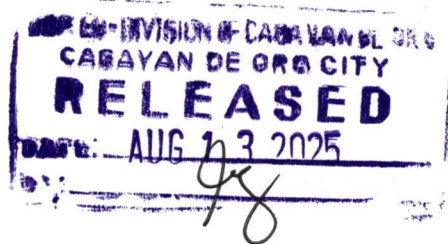




Republic of the Philippines
Department of Education
REGION X

DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

August 12, 2025

DIVISION MEMORANDUM

No. 681 s. 2025

RESOURCE PERSON ON MENTAL FORUM AT OUR LADY OF LOURDES PARISH ,
FOR THE ALAGAD PANGULO AND OTHER CHURCH VOLUNTEERS -CLAVERIA ,
MISAMIS ORIENTAL .

TO:

Jeane R. Joson
This Division

1. Regarding the letter request from Rev. Fr. Antonio Noel V. Carvayas ,SSJV the Archdiocese of Cagayan de Oro , Our Lady of Lourdes Parish , Claveria Misamis Oriental for **Jeane R. Joson** , The Mental Health Program Coordinator of the Department of Education - Cagayan de Oro City Division as guest speaker on **Mental Health Forum** among Alagad Pangulo , and other Church Volunteers on August 15,2025 at the Parish Formation Center , Our Lady of Lourdes Parish in Claveria ,Misamis Oriental .
2. Enclosed is the letter for reference .
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
5. This Office directs immediate and dissemination of this Memorandum.


ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated

Ref: N o n e

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

HEALTH EDUCATION

SCHOOL MENTAL HEALTH PROGRAM

DM-060-SGOD-SHN-JRJ/DIVISION MEMORANDUM SMHP



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Mobile No: +63 975 6403 226 (Globe) | +63 951 1710 902 (Smart)
Email Address: cagayandeoro.city@deped.gov.ph



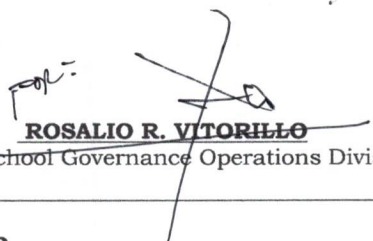
Republic of the Philippines
Department of Education

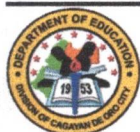
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

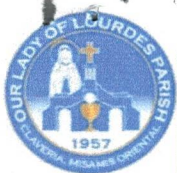
No: 2025-08-19-07

TRAVEL AUTHORITY FOR OFFICIAL TRAVEL

NAME	JEANE R. JOSON
Position/Designation	Nurse II
Permanent Station	EAST 1
Purpose of Travel (must be supported by attachment)	Resource Speaker on MENTAL HEALTH FORUM
Host of Activity	Archdiocese of Cagayan de Oro , Our Lady of Lourdes Parish ,Claveria Misamis Oriental
Inclusive Dates	August 15,2025
Destination	Claveria ,Misamis Oriental
Fund Source	Our Lady of Lourdes Parish ,Claveria Mis.Or .
<i>I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.</i>	
 JEANE R. JOSON Nurse II August 11,2025 Date	
<i>This is to certify that the trip of the requesting employee satisfies all minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.</i>	
 ROSALIO R. VITORILLO Chief, School Governance Operations Division Date	
APPROVED	
 ROY ANGELO E. GAZO Schools Division Superintendent Date	



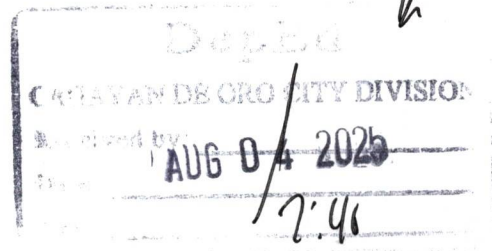
Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048



Archdiocese of Cagayan de Oro
Our Lady of Lourdes Parish
Claveria, Misamis Oriental

July 31, 2025

DR. ANGELO E. GAZO
Schools Division Superintendent
Division of Cagayan de Oro
Cagayan de Oro City



Dear Dr. Gazo,

SUBJECT: Invitation of JEANE JOSON as Resource Speaker on Mental Health Forum at Our Lady of Lourdes Parish for the Alagad Pangulo and Other Church Volunteers

Greetings of Peace and Blessings!

As we enter another phase for the pastoral period for all Church Leaders in our Parish, it is most appropriate to begin this journey by pausing to strengthen Mental Awareness and Promote Mental Health among the church leaders and volunteers.

In this regard, it is with grace to be able to ask your permission to allow us to invite JEANE JOSON, the Department of Education's Mental Health Coordinator, to be our Resource Speaker on the Mental Health Forum among Alagad Pangulo and Other Church Volunteers on August 15, 2025, at the Parish Formation Center, Our Lady of Lourdes Parish in Claveria Misamis Oriental.

Her expertise would greatly benefit the Parishioners and and her insight would engaged our leaders and volunteers in raising and promoting mental health awareness.

We hope for your favorable consideration.

For inquiries, you may reach us at 09350963471 and look for Susan, our Parish Secretary.

In Christ,

Rev. Fr. **ANTONIO NOEL V. CARBAYAS, SSJV**
Parish Priest

Note: sent 7/31/25
for the Alagad Pangulo
messenger