



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Capitol Drive, Estaka, Dipolog City, 7100



Tel No.: (065) 212-5843

e-mail address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Division Memorandum  
No. 012, s. 2020

TO : All Teaching and Non-Teaching Personnel  
This Division

FROM : *[Signature]* **MA. LIZA R. TABILON, EdD, CESO VI**  
Schools Division Superintendent

SUBJECT : **PHYSICAL AND MENTAL FITNESS PROGRAM FOR  
GOVERNMENT PERSONNEL**

DATE : January 8, 2020

1. This is in reference to Memorandum Circular No. 38, s. 1992 of the Civil Service Commission re Physical and Mental Fitness Program for Government Personnel, providing for the authorization for one (1) hour each week for the conduct of the health awareness program and for twenty (20) minutes daily for the conduct of the wellness or fitness program.
2. The overall wellness of all personnel of this division is given utmost importance, hence, the following schedule for the abovementioned activities are expected to be implemented in all schools and offices:

Health Awareness

8:15AM- 8:45AM every Monday

4:15PM- 4:45PM every Friday

Wellness or Fitness Program (Monday to Friday)

9:50AM- 10:00AM

3:00PM- 3:10PM

3. Activities promoting the preservation of physical and mental health will be integrated in the schedule. The School Health Section in the Division Office and in the field shall monitor for the conduct of said activities.
4. For widest dissemination and compliance.

Classification: Programs Sports Health Education  
RIP/III/Physical and Mental Fitness Program.../SGOD-HRD-DM002-2020/01082020



*"Be and Do Much Better Each Day with a Sense of Urgency"*





MC NO. 38 S.1992

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES  
OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING  
GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS

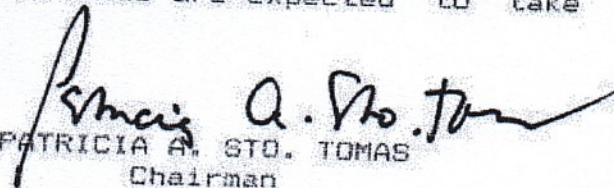
SUBJECT: Physical and Mental Fitness Program for Government Personnel.

This Commission, pursuant to its mandate as the central personnel agency of the government, hereby authorizes for one hour each week, preferably from 4:00 o'clock p.m. up to 5:00 o'clock p.m., the conduct of the health awareness program and for twenty (20) minutes daily, preferably before or after 10:00 o'clock a.m. or 3:00 o'clock p.m., the conduct of the wellness or fitness program. Where public services will be unduly disrupted or prejudiced, the personnel complement may be divided into such number of groups as may be necessary which shall undertake such activities in the different times of the day and different days of the week.

Cultural and athletic activities may still be conducted within the authority provided by the annual general appropriation acts and the limitations prescribed by presidential issuances and other pertinent rules and regulations.

To achieve long-term health thru exercise and related physical fitness activities, all departments, bureaus and agencies of the national and local governments including government-owned and controlled corporations are hereby enjoined to implement this physical and mental fitness program which is supportive of the Program: Mens Sana in Corpore Sano (a sound mind in a sound body) of the Philippine Sports Commission.

To assist in the undertaking, a list of possible fitness activities and their descriptions are attached together with relevant literature on the preservation of physical and mental health. The HRD/HRM or Personnel Offices are expected to take the lead in these activities.

  
PATRICIA A. STO. TOMAS  
Chairman

September 30, 1992