

CORDILLERA CAREER DEVELOPMENT COLLEGE
Buyagan, Poblacion, La Trinidad, Benguet

HUMAN RESOURCE OFFICE

ACTIVITY DESIGN

Activity: Admirals' Rest and Recreational Time
Date: June 08, 2022
Time: 09:00AM to 04:00PM
Venue: Admirals' Farm Park

I. RATIONALE

Taking breaks throughout the workweek has benefits for both the employee and the organization, but many employees often neglect to take them. Skipping breaks can lead to faster burnout and higher stress levels. Employees stepping away from work for a few minutes increases their productivity, job satisfaction, mental health and well-being, and are overall more engaged in their work (Tork, 2018, p. 1).

Taking a break from work increases focus when employees return to work, thus improving their productivity. Additionally, taking breaks relieves some stress, which helps employees' mental health and well-being. These factors contribute to increased job satisfaction (Tork, 2018, p. 1).

Breaks can prevent decision fatigue. Taking a break from making decisions within work allows employees to refuel to make better decisions than they would without a break (University of Illinois at Urbana-Champaign, 2011). Taking breaks can increase creativity, promote healthy habits, and make employees feel more valued by their organization and supervisor (Tork, 2018, p. 1). Additionally, supervisors or the organization promoting healthy habits during breaks encourages employees to take the time to make a healthy lunch or go for a walk. Movement breaks are also beneficial for emotional and physical health. Lastly, taking a break before becoming fatigued helps improve memory and focus, therefore allowing employees to better remember what they have learned. This allows work to penetrate employees' brains as constant stimulation of the brain becomes tuned out over time (University of Illinois at Urbana-Champaign, 2011). Each of these benefits show that breaks improve employees' quality of work, thus benefiting the organization, supervisors, and employees alike. Before we kick-off the new school year, it is only fitting for admirals to take a quick break.

II. OBJECTIVES

Employees do not take breaks because they think they will be looked down upon for doing so (Tork, 2018, p. 1). Hopefully, knowing the benefits of breaks will encourage more employees to take breaks. Sharing information with employees about the benefits of breaks may help them realize that taking a break will benefit them. Perhaps the strongest encouragement for employees to take breaks: their supervisor taking breaks themselves. If employees' supervisors take breaks themselves, then employees know that it is okay to take breaks and they will not be penalized for it. Many employees have a preconceived notion that taking a break lowers their productivity or suggests they are not committed to their job (Tork, 2018, p. 1). Supervisors taking breaks models positive workplace behavior, encouraging employees to follow suit.

That said, participating admirals will benefit the following:

1. Increases productivity
2. Improves mental health and well-being
3. Employees feel more valued by their organization and supervisor if they promote taking breaks

4. Increases job satisfaction.
5. Restores focus and attention, especially for long term goals
6. Can prevent decision fatigue
7. Increases creativity
8. Promotes healthy habits
9. Movement breaks are helpful for emotional and physical health
10. "Rest" helps consolidate memories and improves learning

III. PARTICIPANTS

All admirals are invited to attend said activity.

IV. TIME OF ACTIVITIES

TIME	ACTIVITY	PERSON-IN-CHARGE
09:00AM ~	Assembly Time and Departure	General Services
~ 09:30AM	Arrival and Registration	HRD Office
09:31AM – 11:30AM	"Me" Time	
11:30AM – 12:30PM	Lunch	
12:31PM ~	"Me" Time	
03:01PM ~	Assembly Time and Departure	General Services

V. EVENT TASK FORCE

ACTIVITY	PERSON-IN-CHARGE
Activity Design, including attendance sheet, compilation of activity documentation	Human Resource Office
On-site Registration	Human Resource Office
Transportation of participants	General Services
Coordination tasks for the provision of Coffee and Lunch	Human Resource Office
Photo-documentation activities: Participants may submit photos taken during the activity to contribute to the documentation of the activity.	Participants
Listing of participants, scouting of who can take charge of the parts of the program, scouting of task force.	Human Resource Office

Prepared by:


PRESCILLA D. PALACSA
 Director, Human Resource Office

Recommending Approval:


ANNABELLE B. GONDALES
 VP for Administration


FOR REGINALD B. LIBANG
 VP for Finance

Approved:


SHERRY JUNETTE M. TAGLE, PhD.
 President











When tired,
SLOW DOWN
life is not a race





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2022 / 06 / 08 12:04







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KAWANAN

CORDILLERA CAREER DEVELOPMENT COLLEGE
Buyagan, Poblacion, La Trinidad, Benguet

HUMAN RESOURCE OFFICE

ACTIVITY DESIGN

Activity: Health Break for Non-Teaching
Date: February 21, 2022
Time: 08:00AM to 01:00PM
Venue: Admirals' Farm Park

I. RATIONALE

As defined by the dictionary, a break is "*an interruption in continuity, a pause in work or during an activity or event*".

Breaks allow you to pause and rest so that you can resume whatever you're doing with new energy.

Unfortunately, breaks are often associated with guilt, and this is because while on a break, you're often still and seemingly doing nothing and you can't prove that this "*doing nothing*" will help you do, feel and perform better in the future.

This is not your fault, but the fault of how our society has been built and the values that have been instilled in us: time is money and somebody who isn't actively doing something is literally wasting or not generating money at all.

But times have changed and new insights have been acquired on the benefits of breaks. It's time to acknowledge how critical breaks are for our mental and physical health. Breaks are like sleep and food, and you can't skip them if you want to function properly. They **are** the reason you're actually functioning properly.

II. OBJECTIVES

Continuously working without taking proper breaks is harming not just the productivity but also the mental and physical health of our human resources, and thus their overall wellbeing.

That said, participating admirals will benefit the following:

1. Increases productivity
2. Improves mental health and well-being
3. Employees feel more valued by their organization and supervisor if they promote taking breaks
4. Increases job satisfaction
5. Restores focus and attention, especially for long term goals
6. Can prevent decision fatigue
7. Increases creativity
8. Promotes healthy habits
9. Movement breaks are helpful for emotional and physical health
10. "Rest" helps consolidate memories and improves learning

III. PARTICIPANTS

The target participant of this activity is our non-teaching personnel.

IV. TIME OF ACTIVITIES

TIME	ACTIVITY	PERSON-IN-CHARGE
08:00AM ~	Assembly Time and Departure	General Services
~ 08:30AM	Arrival and Registration	HRD Office
08:31AM – 11:30AM	"Me" Time	
11:30AM – 12:30PM	Lunch	
12:31PM ~	Assembly Time and Departure	General Services

V. EVENT TASK FORCE

ACTIVITY	PERSON-IN-CHARGE
Activity Design, including attendance sheet, compilation of activity documentation	Human Resource Office
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