



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024- 914

TO : **SCHOOLS DIVISION SUPERITENDENTS**
SCHOOLS DIVISION SMHP COORDINATORS
SDO- Caloocan City
SDO- City of Manila
SDO- Muntinlupa City
ALL OTHERS CONCERNED

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **CONDUCT OF THE WORKSHOP ON THE FINALIZATION OF MONITORING AND EVALUATION (M&E) PLANS AND TOOLS FOR THE SCHOOL MENTAL HEALTH PROGRAM AND OTHER RELATED HEALTH PROGRAMS**

DATE : **September 10, 2024**

1. Attached is Memorandum DM-OUOPS-2024-09-07150 dated September 4, 2024, signed by Atty. Revsee A. Escobedo, Undersecretary for Operations titled "Conduct of the Workshop on the Finalization of Monitoring and Evaluation (M&E) Plans and Tools for the School Mental Health Program and other related health programs" to be conducted on September 23-27, 2024, at DepEd Ecotech Center, Cebu City.

2. In this connection, the following School Health Personnel are requested to attend:

Name	Designation	RO/SDO
Ma. Joy D. Geronimo	Nurse II	SDO-Caloocan City
Arlene Joy T. Soriano	Nurse II	SDO-City of Manila
Maria Teresa S. Indap	Nurse II	SDO-Muntinlupa City

3. All participants are expected to complete the Pre-registration Form through this link: <https://tinyurl.com/5n9yvw7w> on or September 16, 2024 (Monday).

4. Travel expenses shall be charged to the School Mental Program Support funds downloaded to the DepEd Regional Office for this activity, subject to the usual accounting and auditing rules and regulations.



Address: 6 Misamis St., Bago Bantay, Quezon City
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5. For any queries or clarifications, kindly contact Connie P. Gepanayao, MD, FPPS Medical Officer IV- School Health and Nutrition Unit through email at hnu.ncr@deped.gov.ph or cellphone number 09189411154.
6. Immediate dissemination of this Memorandum is desired.


JOCELYN DR. ANDAYA
Director IV



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-09-07150

**FOR/TO : REGIONAL DIRECTORS AND BARMM EDUCATION MINISTER
 SCHOOLS DIVISION SUPERINTENDENTS CONCERNED**

FROM : ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

**SUBJECT : CONDUCT OF THE WORKSHOP ON THE FINALIZATION OF
 MONITORING AND EVALUATION (M&E) PLANS AND TOOLS
 FOR THE SCHOOL MENTAL HEALTH PROGRAM AND OTHER
 RELATED HEALTH PROGRAMS**

DATE : September 4, 2024

The Department of Education (DepEd), through its mandate under Republic Act 11036 or the Mental Health Act, is implementing the School Mental Health Program (SMHP) to strengthen the mental health and well-being of learners. The SMHP, coordinated by the Bureau of Learner Support Services School Health Division (BLSS-SHD), involves the implementation and facilitation of various mental health promotion projects and activities, and mental health and psychosocial support (MHPSS) services.

In line with DepEd's *Basic Education Monitoring and Evaluation Framework (BEMEF)* (i.e., DepEd Order No. 29, s. 2022), the BLSS-SHD acknowledges the significance of enabling systems such as the establishment of monitoring and evaluation (M&E) systems to strengthen the implementation of the SMHP and other relevant school health programs and to ensure their sustainability and continuous development.

Accordingly, the BLSS-SHD shall **conduct the workshop on the finalization of M&E plan/s and tools** for the implementation of the SMHP and other related health programs **on September 23-27, 2024, at the DepEd Ecotech Center, Cebu City**. The objectives of the workshop are as follows:

- Discuss M&E Core Processes;
- Set and review key performance indicators for SMHP and other related health programs; and
- Draft a comprehensive M&E plan and an integrated M&E tool for school health programs.

For further details regarding the indicative Program of Activities, refer to **Annex A**.

With this, **OK sa DepEd (OKD) Coordinators from Regional Offices (RO) and select Schools Division Offices (SDO) are invited to attend the workshop**. Target participants are coordinators with previous experiences in various M&E-related

activities (e.g., drafting or conceptualizing monitoring activities or plans, developing monitoring tools, conducting monitoring activities) for school health-related programs. ROs are expected to identify and coordinate with their SDOs concerned for the selected SDO participants. All participants are expected to complete the Registration Form through this link: <https://tinyurl.com/5n9yvv7w> on/or before September 16, 2024.

Based on the initial phase of the development of the draft M&E Plan conducted last June 24-28, 2024, selected participants as well as the remaining slots to be filled is provided in **Annex B**.

In preparation for the participation in the activity and the workshops, participants are expected to familiarize their selves on the monitoring and evaluation practices in their field offices as well as gather and save copies of monitoring and evaluation or reporting tools being used in their field offices for the implementation of School Health PPAs. Participants' insights and the tools being used in field offices shall be used as reference for the workshop/s on the completion of the Comprehensive Integrated School Health M&E Plan.

Travel expenses shall be lodged under the SMHP Program Support Funds (PSF) for the DepEd Field Office participants or the office local funds for the BARMM participants, subject to the usual accounting and auditing rules and regulations. On the other hand, kindly take note of the schedule for meals and accommodation below.

Meals	Sep. 23 Day 1	Sep. 24 Day 2	Sep. 25 Day 3	Sep. 26 Day 4	Sep. 27 Day 5
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch	✓	✓	✓	✓	
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

Offices concerned are requested to grant compensatory time-off (CTO) to participating personnel, **as applicable**, computed against the actual days that they participate in the activity, in accordance with existing Civil Service Commission rules and regulations. Grant of CTO may be applicable to situations such as when personnel need to travel a day before the opening (Sunday) or a day after the closing (Saturday) due to the availability of flights, or when a day or some days within the duration of the activity fall/s under (a) [local] holiday(s).

For any queries or clarifications, **Ms. Amina Aisa Boncales**, *Technical Assistant II*, through email at schoolmentalhealth@deped.gov.ph cc: blss.shd@deped.gov.ph.

For appropriate action. Thank you.

[BLSS-SHD/AAB]



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Certificate No. PHP QMS 22 92 0285

ANNEX A.

INDICATIVE PROGRAM OF ACTIVITIES* FOR THE FINALIZATION OF M&E TOOL FOR SCHOOL MENTAL HEALTH PROGRAM AND OTHER HEALTH PROGRAMS

September 23 - Day 1: Travel of Participants and Opening			
INDICATIVE SCHEDULE	ACTIVITY	ACTIVITY DESCRIPTION	OFFICE / UNIT IN-CHARGE
AM	Travel and Arrival of Participants	-	PMT
12:00 - 1:00 PM	LUNCH BREAK		
2:30 - 3:00 PM	Preliminaries	-	BLSS-OD / MCD, BLSS-SHD
	Opening Remarks		
	Message of Support		
	Inspirational Message		
3:00 - 3:15 PM	BREAK TIME		
3:15 - 4:30 PM	Agenda & Setting of Expectations	Set and align agenda and expectations with participants	BLSS-SHD
4:30 - 5:00 PM	End of Day Announcements	-	Host

***Subject to availability and provided resource*

September 24 - DAY 2: SHD Indicators and M&E Core Process Refresher			
INDICATIVE SCHEDULE	ACTIVITY	ACTIVITY DESCRIPTION	OFFICE / UNIT IN-CHARGE
8:00 - 8:30 AM	Preliminaries	-	Host
8:30 - 9:30 AM	Session 1: Refresher on M&E Concepts & Core Processes	Reorient participants on M&E concepts and core processes	Resource Person/s
9:30 - 10:00 AM	Session 2: Overview of the Draft SHD Integrated ToC, and M&E Plan	Refresh participants on the activities and outputs of the development of the draft TOC and M&E Plan conducted earlier this year	BLSS-SHD
10:00 - 10:15 PM	BREAK TIME		
10:15 - 12:00 NN	Activity 1: Presentation and Quick Review of SHD Indicators	Present and finalize the draft SHD indicators	BLSS-SHD and Participants
12:00 - 1:00 PM	LUNCH BREAK		
1:00 - 2:00 PM	Continuation of Activity 1: Presentation and Quick Review of SHD Indicators	Present and finalize the draft SHD indicators	BLSS-SHD and Participants
3:00 - 3:15 PM	BREAK TIME		
3:15 - 4:30 PM	School Health Division's M&E Practices	Share current practices in monitoring and reporting of various SHD PPAs	BLSS-SHD, Participants
4:30 - 5:00 PM	End of Day Announcements	-	Host

September 25 - DAY 3: M&E Plan and Tools Development			
INDICATIVE SCHEDULE	ACTIVITY	ACTIVITY DESCRIPTION	OFFICE / UNIT IN-CHARGE
8:00 - 8:30 AM	Preliminaries	-	Host
8:30 - 10:30 AM	Session 3: Data Collection & Management	Orient participants on various methods of data collection and management	Resource Person/s
10:00 - 10:15 AM	BREAK TIME		
10:30 - 11:30 AM	Session 4: Data analysis	Orient participants on proper data analysis of gathered data from monitoring activities	Resource Person/s



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11:30 - 12:00 NN	Session 5: Results Dissemination and Reporting	Orient participants on proper reporting of data and monitoring results	Resource Person/s
12:00 - 1:00 PM	<i>LUNCH BREAK</i>		
1:00 - 4:30 PM	Workshop on the Development of Complete M&E Plan and draft Monitoring Tool	Complete the draft Integrated SHD M&E Plan and Tool	BLSS-SHD, Participants
3:00 - 3:15 PM	<i>BREAK TIME</i>		
4:30 - 5:00 PM	End of Day Announcements	-	Host
September 26 - Day 4: Presentation of Draft M&E Activity Outputs			
INDICATIVE SCHEDULE	ACTIVITY	ACTIVITY DESCRIPTION	OFFICE / UNIT IN-CHARGE
8:00 - 8:30 AM	Preliminaries	-	Host
8:30 AM - 12:00 NN	Continuation of Workshop in Development of Complete M&E Plan and draft Monitoring Tool	Complete the draft Integrated SHD M&E Plan and Tool	BLSS-SHD, Participants
10:00 - 10:15	<i>BREAK TIME</i>		
12:00 - 1:00 PM	<i>LUNCH BREAK</i>		
1:00 - 4:30 PM	Presentation of Draft M&E Plan and Monitoring Tool	Presentation of each group's output of the Integrated SHD M&E Plan and Output	Participants (per Group)
3:00 - 3:15 PM	<i>BREAK TIME</i>		
4:30 - 5:00 PM	End of Day Announcements	-	Host
September 27 - Day 5: Closing and Ways Forward***			
INDICATIVE SCHEDULE	ACTIVITY	ACTIVITY DESCRIPTION	OFFICE / UNIT IN-CHARGE
9:00 - 9:15 AM	Preliminaries	-	Host
9:15 - 10:15 AM	Summary and Conclusion of Activity	Provide ways forward based on M&E plans and the outputs of this activity	BLSS-SHD
10:00 - 10:15	<i>BREAK TIME</i>		
10:15 - 10:45 AM	Ways Forward	Provide ways forward based on M&E plans and the outputs of this activity	BLSS-SHD
10:45 - 11:00 AM	Closing Remarks	-	MCD, BLSS-SHD
11:00 - 11:30 AM	Recognitions and Certificates	-	Host
11:30 onwards	Departure	-	

**Subject to change without prior notice.*

****Shall be adjusted to Day 4 as needed*

ANNEX B.

SELECTED PARTICIPANT AND AVAILABLE SLOTS FOR FIELD OFFICE

Region	Field Office	Participants
Region I	Regional Office	Amante C. Ofiana, Jr.
	Alaminos City	December Blanche L. Benitez
	Schools Division Office	2 slots available
Region II	Regional Office	1 slot available
	Tuguegarao City	Cleofe Mary Jane D. Torres
	Cagayan	Albert B. Canceran
	City of Ilagan	Lourdes Resurreccion M. Capili
	Schools Division Office	1 slot available
Region III	Regional Office	1 slot available
	Nueva Ecija	Rolando T. Enriquez
	Nueva Ecija	Grace G. Bernales
	Schools Division Office	2 slots available
Region IV-A	Regional Office	1 slot available
	Quezon	Marie Antoinette Aguinaldo-Tesalona
	Batangas	Khareen M. Cadano
	Quezon	May Ann Gail C. Candelaria
	Schools Division Office	2 slots available
Region IV-B	Regional Office	Felicidesta L. Rolluqui
	Schools Division Office	Maria Kristine Nicola D. Iglesia
	Schools Division Office	2 slots available
Region V	Regional Office	1 slot available
	Iriga City	Quennie Mae R. Salcedo
	Naga City	Joanne G. Sebastian
	Schools Division Office	2 slots available
Region VI	Regional Office	1 slot available
	Victorias City	Gift Joy M. Verano
	San Carlos City	Evangelene T. Abana-Froylan
	Schools Division Office	Emily M. Zerrudo
	Schools Division Office	2 slots available
Region VII	Regional Office	1 slot available
	Mandaue City	Maria Liza P. Urbiztondo
	Siquijor	Aleli M. Docejo
	Bayawan	Jerry A. Baclaan
	Schools Division Office	2 slots available
Region VIII	Regional Office	Angelica C. Rodriguez
	Leyte	Iris Leonor E. Colilihan
	Schools Division Office	3 slots available
Region IX	Regional Office	Jay E. Perey
	Zamboanga del Sur	Kirsten Aileen Sabanal D. Sabanal
	Schools Division Office	2 slots available
Region X	Regional Office	Myra G. Yee
	Malaybalay City	Maria Sarline R. Openiano-Flores
	Schools Division Office	2 slots available
Region XI	Regional Office	1 slot available
	Davao del Norte	Henry S. Villarosa, Jr.

	Davao De Oro	Gringo John F. Pelaez
	Schools Division Office	1 slot available
Region XII	Regional Office	1 slot available
	Tacurong City	Jonalee Y. Arquiza
	General Santos City	Joannie Avbegail V. Apud
	Schools Division Office	1 slot available
BARMM	Regional Office	1 slot available
	Special Geographic Areas	Abdulbasser M. Mamaluba
	Lamitan City	Olivett Shanica O. Sareno
	Schools Division Office	1 slot available
CAR	Regional Office	1 slot available
	Baguio City	Mary Libeney C. Sito
	Benguet	Zareen B. Binay-An
	Mt. Province	Erwin S. Bagsiyao
	Schools Division Office	1 slot available
CARAGA	Regional Office	1 slot available
	Tandag City	Rudeline V. Azarcon
	Bayugan City	Vernalyn R. Badato
	Schools Division Office	1 slot available
NCR	Regional Office	1 slot available
	Caloocan City	Ma. Joy D. Geronimo
	Manila	Arlene Joy T. Soriano
	Muntinlupa City	Maria Teresa S. Indap
	Schools Division Office	1 slot available