

Department of Education

NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM ORD-2624- 9 9 2

TO

SCHOOLS DIVISION SUPERITENDENTS

SCHOOLS DIVISION SMHP COORDINATORS

ALL OTHERS CONCERNED

FROM

OFFICE OF THE REGIONAL DIRECTOR

SUBJECT

CONDUCT OF TRAINING ON MENTAL HEALTH

ASSESSMENT CUM SCHOOL MENTAL HEALTH PROGRAM

ORIENTATION

DATE

September 24, 2024

- 1. Attached is Memorandum DM-OUOPS-2024-09-07607 dated September 5, 2024, signed by Atty. Revsee A. Escobedo, Undersecretary for Operations titled "Conduct of Training on Mental Health Assessment Cum School Mental Health Program Orientation" to be conducted on September 30 to October 4, 2024, at City State Tower, Ermita Manila.
- 2. In this connection, the following School Health Personnel are requested to attend:

Name	Designation	RO/SDO
Christopher P. Tomas, DMD	Dentist II	SDO Las Piñas
Dr. Cynthia P. Farma	RGC	SDO Malabon City
Luzel M. Delmonte, RN	Nurse II	SDO TaPat
Cristina Grace R. Tugay,RN	Nurse II	SDO TaPat
Celestine P. Bandal,RN	Nurse I	SDO Mandaluyong City
Maria Katrina S. Mostajo,RN	Nurse I	SDO Mandaluyong City
Rhett Ryan M. Catada	RGC	SDO Valenzuela City
Sharon P. Ventura	RGC	SDO Valenzuela City
Maria Oliva C. Calimag	RGC	SDO Navotas City
Shierene D. Raquipo	RGC	SDO Pasay City
Ma. Quiteria Carillo	RGC	SDO Pasig City
Susan C. Militar	RGC	SDO Marikina City
Kathleen U. Valenzuela	RGC	SDO City of Manila
Anna Lisa A. Tabuzo	RGC	SDO City of Manila
Lovenia Rodriguez	Guidance Counselor	SDO Caloocan City
Mary Fe I. Pimentel	Guidance Coordinator	SDO Makati City







Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph

Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1





Department of Education NATIONAL CAPITAL REGION

- All participants are expected to complete the Pre-registration Form through
- this link: https://tinyurl.com/trainingonmhassessment as soon as possible.4. Travel expenses shall be charged to the School Mental Program Support funds downloaded to the DepEd Regional Office for this activity subject to
- 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.

the usual accounting and auditing rules and regulations.

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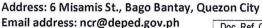
Director IV



3.







Website: depedner.com.ph

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM OM-OUOPS-2024-59- 07607

TO

: REGIONAL DIRECTORS AND BARMM EDUCATION MINISTER

SCHOOLS DIVISION SUPERINTENDENTS

FROM

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations

SUBJECT

CONDUCT OF TRAINING ON MENTAL HEALTH ASSESSMENT

CUM SCHOOL MENTAL HEALTH PROGRAM ORIENTATION

DATE

: September 5, 2024

Republic Act of 11036 mandates the Department of Education (DepEd) to "ensure that mental health promotions in public and private educational institutions shall be adequately complemented with qualified mental health professionals." As such, the Bureau of Learner Support Services, through its School Mental Health Program (SMHP), will conduct a **Training on Mental Health Assessment cum School Mental Health Program Orientation** on **September 30 to October 4, 2024 within Metro Manila, exact venue is to be announced**. This activity aims to provide participants with the knowledge and skills needed in the conduct of mental health assessment, particularly in the administration, scoring, and interpretation of select screening and/or assessment tools. Attached herewith is a copy of the concept note for the training.

In line with this, SMHP Coordinators from ALL Regional Offices (ROs) and Schools Division Offices (SDOs), including BARMM, are invited to the training. A total of 245 participants, preferably those who have attended the training on Mental Health Crisis Management and Referral Mechanisms on August 12 to 16, 2024, are expected to attend the training.

Participants are requested to register through https://tinyurl.com/trainingonmhassessment on or before **September 16, 2024** (**Friday**).

The travel expenses of the participants shall be charged to local funds. DepEd ROs and SDOs may charge travel expenses to the program support funds for the SMHP. ROs and SDOs are requested to augment travel expenses as needed. Participants are advised to coordinate with their respective finance officers for the allocation of travel expenses. Expenses incurred are subject to the usual accounting, budgeting, and auditing procedures.

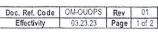
In case of work suspensions or holidays, **ROs and SDOs concerned are requested** to grant compensatory time-off (CTO) to participating personnel, as applicable, computed against the actual days that they participate in the activity, in accordance with existing Civil Service Commission rules and regulations. Grant of CTO may also







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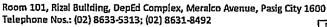
be applicable to situations such as when personnel need to travel a day before the opening (Sunday) or a day after the closing (Saturday) due to the availability of flights, or if the activity falls within a national or local holiday.

For more information, please contact **Jordan P. Concepcion**, Technical Assistant II of the BLSS-SHD, through email at schoolmentalhealth@deped.gov.ph cc: blss.shd@deped.gov.ph, or at telephone number (02) 8632-1368 / 8633-7213.

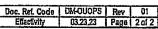
[BLSS-SHD/JPC]







Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph





Department of Education

25 April 2024

MEMORANDUM:

AR-2024-CO-01143

FOR

Undersecretary, Operations

THRU

ant Secretary, Operations

BCN 897 4-845-5HD-LGP-1189

- TOF I

SUZETTE T. GANNABAN-MEDINA FOR Administrative Officer Budget Propision **FROM**

Officer-in-Charge, Director IV

Bureau of Learner Support Services and Learner Rights and

Protection Office

SUBJECT ACTVITY REQUEST FOR THE CONDUCT OF TRAINING

ON MENTAL HEALTH ASSESSMENT CUM SCHOOL

MENTAL HEALTH PROGRAM ORIENTATION

NAME OF PROGRAM(S)/ PROJECT(S)	school mental health program			
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code Output Physical Target		· · · · · · · · · · · · · · · · · · ·	
III CODEAS)	OC-24-BLSS-SHD- Trained DepEd personnel on School LSP-003 Mental Health Program		245	
ACTIVITY/IES TO BE REQUESTED	Activity Code		Name of A	ctivity
DE KEQUESTED	AC-24-BLSS-SHD-LSP- 005		Conduct of Training Health Assessment	on Mental



Department of Education

25 April 2024

MEMORANDUM:

AR-2024-CO-01143

FOR

ATTY. REVSEE A. ESCOBEDO

Undersecretary, Operations

THRU

DH. DEXTER A. GALBAN

Assistant Secretary, Operations

ECN 897 AC-24-BUS-SHO-UP-1189 -20000100000000 F 2,795,320 ALLOTMENT AVATLARI F

> CHOLITA CTIONG Chief Administrative Officer Sudget Oppision

FROM

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Officer-in-Charge, Director IV

Bureau of Learner Support Services and Learner Rights and

Protection Office

SUBJECT

ACTVITY REQUEST FOR THE CONDUCT OF TRAINING

ON MENTAL HEALTH ASSESSMENT CUM SCHOOL

MENTAL HEALTH PROGRAM ORIENTATION

NAME OF PROGRAM(S)/ PROJECT(S)	school mental health program			
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code Output Physical Target			
IIO CODE(B)	OC-24-BLSS-SHD- LSP-003	SS-SHD-Trained DepEd personnel on School Mental Health Program		245
ACTIVITY/IES TO BE REQUESTED	Activity Code		Name of A	ctivity
	AC-24-BLSS-SHD-LSP- 005		Conduct of Training Health Assessment	on Mental

ACTIVITY/IES WITH DOWNLOADING	Not applicable		
FINANCIAL	Requirement for this transaction as follows:		
REQUIREMENTS	Activity Code	Amount in WFP	Amount Requested
4C-24- BLSS- SHO_LS P- 1189	AC-24-BLSS-SHD- LSP-005	P2,937,520.00	F2,795,320.00
	Grand Total	P2,937,520.00	P2,795,320.00
SOURCE OF FUNDS	LSP 2024 Current F	unds	
ADMINISTRATIVE ARRANGEMENTS	preferably the s from DepEd Re personnel from 2. The activity wi Batangas. 3. Board and lodgi program manag program manag program manag expenses of res shall be charg Current Funds. 4. The travel expet the program si program. 5. Direct payment a. Board an b. Travel ex and RPs c. Honorar 6. Cash advance i a. Supplies b. Continge	school mental healt egions and Schools MBHTE-BARMM ar- ill be conducted from ing of the participant gement team; transpagement team; has source persons; and ged against the Blances of the participant upport funds for the its requested for the ad lodging: PHP 2,60	ts, resource persons, and contation expenses of the conorarium and travel is supplies and materials LSS-SHD FY 2024 LSP cants may be charged to be school mental health of following: 00,000.00 gram management team 000.00 following:
ANNEXES	 Concept Note Budget Estimate 	ates	
	3. Work and Financial Plan 4. Approved List of Activities		

All expenses incurred in this activity are subject to usual accounting and auditing rules and regulations.



Republic of the Philippines Bepartment of Education

AR No: AR-2024-CO-01143

DATE: Apr 25, 2024

FOR : ATTY, REVSEE A. ESCOBEDO.

Undersecretary For Operations

FROM: ATTY SUZETTE T. GANNABAN-MEDINAM

Officer-in-Charge, Bureau Of Learner Support Services And Learner Rights And Protection Office

SUBJECT: ACTIVITY REQUEST FOR THE CONDUCT OF TRAINING ON MENTAL HEALTH

ASSESSMENT CUM SCHOOL MENTAL HEALTH PROGRAM ORIENTATION

NAME OF PROGRAM(S)/ PROJECT(S):

SCHOOL MENTAL HEALTH PROGRAM

OUTPUT(S) TO BE PRODUCED AND ITS CODE(S):

Output Code	Output	Physical Target
OC-24-BLSS-SHD-LSP-00	Trained DepEd Personnel on School Mental	251 &√
3	Health Program	

ACTIVITY/IES TO BE REQUESTED:

Activity Code	Name of Activity
AC-24-BLSS-SHD-LSP-005	Conduct of Training on Mental Health Assessments

FINANCIAL REQUIREMENTS:

Activity Code	Name of Activity	Amount
AC-24-BLSS-SHD-LSP-005	Conduct of Training on Mental Health Assessments	2,795,320.00
Grand Total:	1 100000110110	2,795,320.00

SOURCE OF FUNDS:

LSP - 2024

'ADMINISTRATIVE ARRANGEMENTS:

ANNEXES:

- 1. Concept Note
- 2. Budget Estimates
- 3. Work and Financial Plan
- 4. Approved List of Activities

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.

CONDUCT OF TRAINING ON MENTAL HEALTH ASSESSMENT CUM SCHOOL MENTAL HEALTH PROGRAM ORIENTATION

CONCEPT NOTE

1. Background

Pursuant to the Republic Act No. 11036, or the Mental Health Act, the Department of Education (DepEd) shall pursue strategies that promote the realization of mental health and well-being in educational institutions. Further, DepEd shall guide the schools in providing support and services for learners at risk, and facilitating access of learners to treatment and psychosocial support.

Consistent with the MATATAG Agenda, DepEd commits to promoting learners' well-being, inclusive education, and positive learning environment. Hence, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), the School Mental Health Program consist of strategies that build the capacity of schools to promote mental health in school settings. Among its strategies is to orient the field coordinators on the program and train them on identifying learners at risk and linking them to appropriate psychosocial services.

According to the 2019 Global School-Based Student Health Survey (GSHS), a significant percentage of learners aged 13-17 years was estimated to experience mental health concerns. It was estimated that 24.3% attempted suicide at least once during the 12 months prior to the survey, and 40.4% were ever bullied on school property during the 12 months before the survey. Further, in S.Y. 2022-2023, it was reported that 6,949 learners experienced bullying, 941 learners attempted suicide, and 198 learners died from suicide. These data highlighted the crucial role of DepEd in screening learners who experience mental health concerns and facilitating timely interventions for them.

In line with this, DepEd shall issue a policy on School Mental Health. Further, it considers the Child and Adolescent Risk Screener (CARS), which is developed by the Unilab Foundation, as one of potential screening tools for learners. The CARS is a universal screening tool to identify learners who may be at risk of mental health problems so than necessary prevention or intervention support can by provided by the school and/or community. However, CARS shall not be used for assessing eligibility of learners to special education nor diagnose specific mental health disorders. The Department of Health appraised CARS and recommended its pilot rollout.

DepEd shall administer CARS to grade 10 learners as its pilot rollout. Hence, the BLSS-SHD shall conduct a national orientation on the School Mental Health Program and a training in administering CARS. The target participants are expected to cascade the training to relevant school personnel who shall assist in the screening of learners.

II. Objectives

At the end of the training, the participants shall be able to:

- a. Understand the School Mental Health Program;
- b. Understand the use and the rollout plan for the screening tool;
- c. Acquire knowledge and skills in administering, scoring, and interpreting CARS;
- d. Increase understanding of the importance of linking CARS results and intervention support;
- e. Effectively communicate the results to the learners and their parents;
- f. Cascade the training to relevant school personnel; and
- g. Monitor the pilot rollout of CARS.

III. Program Design

A. Availability of Funds

The activity will be charged to LSP FY 2024 Current Funds.

B. Target Participants

The target participants for this training are:

- a. One health personnel, preferably the school mental health program coordinator, in each DepEd Regional Office and MBHTE-BARMM; and
- b. One health personnel, preferably the school mental health program coordinator, in each DepEd Schools Division Office and MBHTE-BARMM Schools Division Office.

A total of 245 DepEd and MBHTE-BARMM health personnel are expected to participate in this training.

C. Indicative Program of Activities

The activity will be conducted on July 8-12, 2024, in Batangas. The indicative program is as follows:

TIME	ACTIVITY	PERSON/OFFICE RESPONSIBLE
DAY 1 (MONDAY)	-	
-	Arrival of Participants	-
1:00 PM - 2:00 PM	Registration of Participants	Program Management Team (PMT)
2:00 PM - 2:45 PM	Opening Program National Anthem	PMT
	Ecumenical Prayer	Atty. Suzette T.
	DepEd QPS	Gannaban-Medina
	Welcome Remarks	OIC, Director IV, BLSS and LRPO

parter 2	·	
	 Introduction of 	
	Participants	
	 Photo Documentation 	
	 Session Norms 	
2:45 PM - 3:15 PM	Health Break	-
3:15 PM - 4:30 PM	Program Overview	PMT
4:30 PM - 5:00 PM	End-of-day Evaluation and	PMT
	Clearing House / Other	
	Reminders	
DAY 2 (TUESDAY)		The state of the s
8:00 AM - 8:30 AM	Management of Learning	PMT
	 Leveling of Expectations 	
	Program Objectives	Į
	Program Matrix	
	 Session Norms 	
8:30 AM - 10:00 AM	School Mental Health Program	Gian Erik M. Adao
	(SMHP) Rationale and	Education Program
	Framework	Specialist II
10:00 AM - 10:30 AM	Health Break	-
10:30 AM - 12:00 PM	SMHP Components	Amina Aisa H. Boncales
20.00 1141 12.00 114	Dimin Components	Technical Assistant II
12:00 PM - 1:00 PM	Lunch Break	-
1:00 PM - 2:30 PM	SMHP Systems Strengthening	Jillian James A.
1.00 1 1.1. 2.00 1 1.1	Own is of the state of the st	Sarmiento
		Technical Assistant II
2:30 PM - 3:00 PM	Health Break	-
3:00 PM - 4:30 PM	SMHP Roles and	Gian Erik M. Adao
0.00 1 111 1.00 1 112	Responsibilities, Funding, and	Education Program
	Monitoring and Evaluation	Specialist II
4:30 PM - 5:00 PM	End-of-day Evaluation and	PMT
4.00 1 W1 - 0.00 1 W1	Clearing House / Other	1 mil
	Reminders	
DAY 3 (WEDNESDAY)		
8:00 AM - 8:30 AM	Management of Learning	PMT
0.00 120 0.00 120	Leveling of Expectations	
	Program Objectives	
	Program Matrix	
	Session Norms	
8:30 AM - 10:00 AM	SESSION 1	Bureau of Education
O'OO WIM - TO'OO WIM	DepEd National Assessment	Assessment
	Programs	Vascasment
10:00 AM - 10:30 AM	Health Break	
10:30 AM - 12:00 PM	SESSION 2	.
10:00 MM - 12:00 PM		Resource Person
10.00 DM 1.00 DES	Overview of CARS	
12:00 PM - 1:00 PM 1:00 PM - 2:30 PM	Lunch Break	Paramar Parama
1:00 PM - 2:30 PM	SESSION 3	Resource Person
1	Administration, Scoring, and	
	Interpretation of CARS	

:

2:30 PM - 3:00 PM	Health Break	-
3:00 PM - 4:30 PM	SESSION 4	Resource Person
0.001111 1,001111	Recommended Interventions	Restarce 1 crassi
	for Learners	
4:30 PM - 5:00 PM		738.673
4:30 PM - 5:00 PM	End-of-day Evaluation and	PMT
	Clearing House / Other	
	Reminders	
DAY 4 (THURSDAY)		
8:00 AM - 8:30 AM	Management of Learning	PMT
	 Leveling of Expectations 	
	 Program Objectives 	
	 Program Matrix 	
	Session Norms	
8:30 AM - 10:00 AM	session 5	Resource Person
	Simulation of CARS	
	Administration	
10:00 AM - 10:30 AM	Health Break	-
10:30 AM - 12:00 PM	session 6	Resource Person
	Communicating Screening and	
	Assessment Results	
12:00 PM - 1:00 PM	Lunch Break	-
1:00 PM - 3:00 PM	SESSION 7	Jordan P. Concepcion
	Pilot Mental Health Assessment	Technical Assistant II
	Rollout Plan	
3:00 PM - 3:30 PM	Health Break	<u>-</u>
3:30 PM - 4:30 PM	SESSION S	Resource Person
0.001111 1.001112	Self-Care	100001100 1 010011
430 PM - 5:00 PM	End-of-day Evaluation and	PMT
1001111	Clearing House / Other	
	Reminders	
DAY 5 (FRIDAY)	Control of the second s	the state of the s
8:00 AM - 8:30 AM	Management of Learning	PMT
0.00 HW - 0.00 HW	Leveling of Expectations	1 AAA 1
	Program Objectives	
1	Program Matrix	
0.00 116 10.00 131	Session Norms	A A A A A A A A A A A A A A A A A A A
8:30 AM - 10:00 AM	SESSION 9	Amina Aisa H. Boncales
1	Monitoring the Conduct of	Technical Assistant II
70.00 434 70.00 555	Mental Health Assessment	
10:00 AM - 10:30 AM	Health Break	-
10:30 AM - 12:00 AM	Ways Forward	Dr. Lilibeth M. Gonzales
}		Supervising Health
		Program Officer
12:00 PM - 1:00 PM	Lunch Break	
1:00 PM - 2:00 PM	Closing Program	PMT



Department of Education

BUREAU OF LEARNER SUPPORT SERVICES

Office of the Director

ADVISORY

September 20, 2024

Venue and Dates

1. This Office hereby announces that the Conduct of Training on Mental Health Assessment cum School Mental Health Program Orientation will now be held at the City State Tower, Ermita Manila, from September 30 to October 4, 2024.

Participant Information

- 2. Invitation to the participation in this training will be extended to Registered Guidance Counselors (RGCS), in addition to School Mental Health Coordinators. For the details of the allotted slots per DepEd Regional Offices (ROs) and Schools Division Offices (SDOs), kindly see Annex A. This supersedes the information on invited participant provided in the Office of the Undersecretary for Operations Office Memorandum (OUOPS OM) No. O9-07607 entitled Conduct of Training on Mental Health Assessment cum School Mental Health Program Orientation.
- 3. 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).

Travel Expenses

4. The travel expenses of the participants shall be charged to local funds. ROs and SDOs may charge travel expenses to the program support funds for the SMHP. ROs and SDOs are requested to augment travel expenses as needed. Participants are advised to coordinate with their finance officers for travel expenses. Expenses incurred are subject to the usual accounting, budgeting, and auditing procedures.

Logistics and Accommodation

- 5. Registration will start at 1:00 p.m. on September 30, 2024 (Monday).
- 6. Check-in will start on September 30 (Monday) and check-out will be on October 4, 2024 (Friday). Participants who wish to check-in at the hotel before September 30, 2024 and/or after October 4, 2024 are advised to



