



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
 ORD-2024- 992

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**

- 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.
- 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



Certificate No. P/CP/0405
24.03.0102



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

3. 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 the usual accounting and auditing rules and regulations.
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



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





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

OM-OUOPS-2024-69-07607

**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



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
 Telephone Nos.: (02) 8633-5313; (02) 8631-8492
 Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 2



D3589

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]



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	2 of 2



Certified by DepEd OIG
23 01 2023



Mental Health - SPIS GAA

Republic of the Philippines
Department of Education

25 April 2024

MEMORANDUM:
AR-2024-CO-01143

RECEIVED

FOR : *Resolved*
ATTY. REVSEE A. ESCOBEDO
Undersecretary, Operations

THRU : *[Signature]*
DR. DEXTER A. GALBAN
Assistant Secretary, Operations

BCN 897
AC-24-BLSS-SHD-LSP-1129
20000 10000 2000 P-2,795,320-
ALLOTMENT AVAILABLE

FROM : *[Signature]*
ATTY. SUZETTE T. GANNABAN-MEDINA
Officer-in-Charge, Director IV
Bureau of Learner Support Services and Learner Rights and
Protection Office

[Signature]
CHOLITA TIONG
Chief, Administrative Officer
Budget Division

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-003	Trained DepEd personnel on School Mental Health Program	245
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity	
	AC-24-BLSS-SHD-LSP-005	Conduct of Training on Mental Health Assessment	



Republic of the Philippines
Department of Education

25 April 2024

MEMORANDUM:
AR-2024-CO-01143

FOR : *Escobedo*
ATTY. REVSEE A. ESCOBEDO
Undersecretary, Operations

THRU : *Galban*
DR. DEXTER A. GALBAN
Assistant Secretary, Operations

FROM : *Gannaban-Medina*
ATTY. SUZETTE T. GANNABAN-MEDINA
Officer-in-Charge, Director IV
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**

ECN 297
AC-24-BLSS-SHD-LSP-1189
20000 10000 10000 ₱ 2,795,320-
ALLOTMENT AVAILABLE

Cholita Tong
CHOLITA T. TONG
Chief Administrative Officer
Budget Division

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-003	Trained DepEd personnel on School Mental Health Program	245
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity	
	AC-24-BLSS-SHD-LSP-005	Conduct of Training on Mental Health Assessment	

ACTIVITY/IES WITH DOWNLOADING	Not applicable		
FINANCIAL REQUIREMENTS AC-24-BLSS-SHD-LSP-1189	Requirement for this transaction as follows:		
	Activity Code	Amount in WFP	Amount Requested
	AC-24-BLSS-SHD-LSP-005	P2,937,520.00	P2,795,320.00
	Grand Total	P2,937,520.00	P2,795,320.00
SOURCE OF FUNDS	LSP 2024 Current Funds		
ADMINISTRATIVE ARRANGEMENTS	<ol style="list-style-type: none"> 1. The participants in this activity are health personnel, preferably the school mental health program coordinators, from DepEd Regions and Schools Division Offices. Health personnel from MBHTE-BARMM are also invited. 2. The activity will be conducted from July 8-12, 2024, in Batangas. 3. Board and lodging of the participants, resource persons, and program management team; transportation expenses of the program management team; honorarium and travel expenses of resource persons; and supplies and materials shall be charged against the BLSS-SHD FY 2024 LSP Current Funds. 4. The travel expenses of the participants may be charged to the program support funds for the school mental health program. 5. Direct payment is requested for the following: <ol style="list-style-type: none"> a. Board and lodging: PHP 2,600,000.00 b. Travel expenses of the program management team and RPs: PHP 67,320.00 c. Honorarium of RPs: PHP 45,000.00 6. Cash advance is requested for the following: <ol style="list-style-type: none"> a. Supplies and materials: PHP 78,000.00 b. Contingency funds: PHP 5,000.00 		
ANNEXES	<ol style="list-style-type: none"> 1. Concept Note 2. Budget Estimates 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
Department of Education

AR No : AR-2024-CO-01143

DATE : Apr 25, 2024

FOR : *[Signature]*
ATTY. REVSEE A. ESCOBEDO
Undersecretary For Operations

FROM : *[Signature]*
ATTY. SUZETTE T. GANNABAN-MEDINA
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-003	Trained DepEd Personnel on School Mental Health Program	251 <i>SV</i>

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:		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

I. 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 that necessary prevention or intervention support can be 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 <ul style="list-style-type: none">• National Anthem• Ecumenical Prayer• DepEd QPS• Welcome Remarks	PMT Atty. Suzette T. Gannaban-Medina OIC, Director IV, BLSS and LRPO

	<ul style="list-style-type: none"> • 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 Clearing House / Other Reminders	PMT
DAY 2 (TUESDAY)		
8:00 AM – 8:30 AM	Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms 	PMT
8:30 AM – 10:00 AM	School Mental Health Program (SMHP) Rationale and Framework	Gian Erik M. Adao <i>Education Program Specialist II</i>
10:00 AM – 10:30 AM	Health Break	-
10:30 AM – 12:00 PM	SMHP Components	Amina Aisa H. Boncales <i>Technical Assistant II</i>
12:00 PM – 1:00 PM	Lunch Break	-
1:00 PM – 2:30 PM	SMHP Systems Strengthening	Jillian James A. Sarmiento <i>Technical Assistant II</i>
2:30 PM – 3:00 PM	Health Break	-
3:00 PM – 4:30 PM	SMHP Roles and Responsibilities, Funding, and Monitoring and Evaluation	Gian Erik M. Adao <i>Education Program Specialist II</i>
4:30 PM – 5:00 PM	End-of-day Evaluation and Clearing House / Other Reminders	PMT
DAY 3 (WEDNESDAY)		
8:00 AM – 8:30 AM	Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix Session Norms	PMT
8:30 AM – 10:00 AM	SESSION 1 DepEd National Assessment Programs	Bureau of Education Assessment
10:00 AM – 10:30 AM	Health Break	-
10:30 AM – 12:00 PM	SESSION 2 Overview of CARS	Resource Person
12:00 PM – 1:00 PM	Lunch Break	-
1:00 PM – 2:30 PM	SESSION 3 Administration, Scoring, and Interpretation of CARS	Resource Person

2:30 PM – 3:00 PM	Health Break	-
3:00 PM – 4:30 PM	SESSION 4 Recommended Interventions for Learners	Resource Person
4:30 PM – 5:00 PM	End-of-day Evaluation and Clearing House / Other Reminders	PMT
DAY 4 (THURSDAY)		
8:00 AM – 8:30 AM	Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms 	PMT
8:30 AM – 10:00 AM	SESSION 5 Simulation of CARS Administration	Resource Person
10:00 AM – 10:30 AM	Health Break	-
10:30 AM – 12:00 PM	SESSION 6 Communicating Screening and Assessment Results	Resource Person
12:00 PM – 1:00 PM	Lunch Break	-
1:00 PM – 3:00 PM	SESSION 7 Pilot Mental Health Assessment Rollout Plan	Jordan P. Concepcion <i>Technical Assistant II</i>
3:00 PM – 3:30 PM	Health Break	-
3:30 PM – 4:30 PM	SESSION 8 Self-Care	Resource Person
4:30 PM – 5:00 PM	End-of-day Evaluation and Clearing House / Other Reminders	PMT
DAY 5 (FRIDAY)		
8:00 AM – 8:30 AM	Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms 	PMT
8:30 AM – 10:00 AM	SESSION 9 Monitoring the Conduct of Mental Health Assessment	Armina Aisa H. Boncales <i>Technical Assistant II</i>
10:00 AM – 10:30 AM	Health Break	-
10:30 AM – 12:00 AM	Ways Forward	Dr. Lilibeth M. Gonzales <i>Supervising Health Program Officer</i>
12:00 PM – 1:00 PM	Lunch Break	-
1:00 PM – 2:00 PM	Closing Program	PMT



Republic of the Philippines
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. 09-07607** 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



3F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City

Telephone No.: (02) 632-9935; (02) 8635-3763 | Email Address: blss.od@deped.gov.ph

D-3574