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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-0378

To : Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
Chief of the Curriculum Implementation Division

Attention: **JOHN CARLO L. CENIZA, RN MAN**  
Nurse II / SMHP Division Coordinator

Subject: **TRAINING ON MENTAL HEALTH CRISIS MANAGEMENT AND  
REFERRAL MECHANISM**

Date: August 08, 2024

Attached is Regional Memorandum ESSD-2024-334 dated August 8, 2024 and Memorandum No. DM-OUPOPS-2024-0906026 dated July 29, 2024, entitled **“TRAINING ON MENTAL HEALTH CRISIS MANAGEMENT AND  
REFERRAL MECHANISM”** to be attended by Regional and Division School Mental Health Coordinator at the **DepEd Ecotech Center, Cebu City** on **August 12-16, 2024**.

In line with this, you are directed to attend the said activity.

Travel, meals and other incidental expenses shall be charged to the downloaded Program Support funds for the School Mental Health Program subject to the usual accounting and auditing rules and regulations.

For your information and guidance.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

RELEASED

AUG 08 2024

Enclosed.: As stated.  
SGOD/ABA/jcc

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BY: Y



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**DepEd Panabo:**  
**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.





Republic of the Philippines  
Department of Education  
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM  
ESSD-2024-334

To : Schools Division Superintendents  
Chief Education Supervisor, ESSD

Subject : PARTICIPATION TO THE TRAINING ON MENTAL HEALTH CRISIS MANAGEMENT AND REFERRAL MECHANISMS

Date : August 8, 2024

Attached is Memorandum No. OUOPS-2024-09-06026 from the Office of the Undersecretary of Operations dated July 29, 2024, which is self-explanatory.

The Bureau of Learner Support Services – School Health Division (BLSS-SHD) will be conducting a **Training on Mental Health Crisis Management and Referral Mechanisms on August 12-16, 2024 at DepEd Ecotech Center, Cebu City.**

The participants are the following selected health personnel:

Names	Designation	Office/SDOs
1. Stephen Mark T. Castres	Nurse II	Regional Office
2. Milabel C. Tolentino	Nurse II	Davao City
3. Priscillo Jr. F. Acle	Nurse II	Davao Occidental
4. Kamille Ayn M. Sa-ao	Nurse II	Davao del Sur
5. Daissy Jane P. Sanoy	Nurse II	Digos City
6. Desiree Loren L. Barabat	Nurse II	Panabo City
7. Candice P. Campomanes	Nurse II	Tagum City
8. Ma. Luisa P. Cuyos	Nurse II	Davao del Norte
9. Lester I. Enumerables	Nurse II	IGACOS
10. Richel J. Lastimado	Nurse II	Davao de Oro
11. Kate G. Peña	Nurse II	Mati City
12. Edmar Jay S. Rara	Nurse II	Davao Oriental

Travel and other related expenses incurred shall be charged to downloaded funds and to be augmented by local/SMHP funds for any shortages subject to availability of funds and to the usual accounting and auditing rules and regulations.

For information and appropriate action.

  
Digitally signed by  
Farnazo Allan Gabriel  
Date: 2024.08.09  
10:00:32 +08'00'  
**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated  
ROE/gmca



Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2024-01-06026**

FOR : **REGIONAL DIRECTORS AND BARMM EDUCATION MINISTER  
SCHOOLS DIVISION SUPERINTENDENTS  
ESSD AND SGOD CHIEFS  
REGIONAL AND DIVISION SMHP COORDINATORS  
ALL OTHERS CONCERNS**

FROM : **ATTY. REVSEE A. ESCOBEDO** *11/8/24*  
*Undersecretary for Operations* *VC/*

SUBJECT : **TRAINING ON MENTAL HEALTH CRISIS MANAGEMENT AND  
REFERRAL MECHANISMS**

DATE : **July 29, 2024**

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.

In light of this, the BLSS-SHD will conduct a **Training on Mental Health Crisis Management and Referral Mechanisms** on **August 12-16, 2024**, at the **DepEd Ecotech Center, Cebu City**. The training aims to capacitate health personnel in responding to learners experiencing mental health crises.

The training will be attended by regional and division health personnel, preferably the School Mental Health Program coordinators. The number of participants per region listed in **Annex A**, and the tentative program matrix is attached as **Annex B**.

The costs of the board and lodging of the participants shall be charged against the BLSS-SHD FY 2024 LSP Current Funds. Meanwhile, the travel expenses of the participants may be charged to the School Mental Health Program Support Funds, which were downloaded to DepEd Regional Offices. Expenses incurred are subject to the usual accounting, budgeting, and auditing procedures.

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For the conduct of the aforementioned activities that will fall on weekends, holidays, or suspensions, the Regional Office and/or Schools Division Office is requested to provide Compensatory Time-Off (CTO) to the participants to compensate for time rendered that is supposed to be for personal use and rest.

For confirmation of attendance, all participants must register on this link: [https://bit.ly/PreReg\\_MHCRMTraining](https://bit.ly/PreReg_MHCRMTraining) on or before **August 7, 2024 (Wednesday)**.

For questions and clarifications, you may contact Ms. Carmella Mergenio, Technical Assistant II of BLSS-SHD, through email ([schoolmentalhealth@deped.gov.ph](mailto:schoolmentalhealth@deped.gov.ph) | cc: [carmella.mergenio@deped.gov.ph](mailto:carmella.mergenio@deped.gov.ph)) or landline (02 8632-9935).

### LIST OF PARTICIPANTS

#### I. Program Management Team

OFFICE	NAME	POSITION
BLSS-SHD	Gian Erik M. Adao	Education Program Specialist II
BLSS-SHD	Carmella Joyce L. Mergenio	Technical Assistant II
BLSS-SHD	Belle Beatrice D. Hombrebueno	Technical Assistant II
BLSS-SHD	Jordan P. Concepcion	Technical Assistant II
BLSS-SHD	Amina Aisa H. Boncales	Technical Assistant II
BLSS-SHD	Niña Iubel H. Escobedo	Technical Assistant I
BLSS-SHD	Shirley T. Laurel	Administrative Assistant II

#### II. Participants

REGION	DESIGNATION OF TARGET PARTICIPANTS	NO. OF TARGET PARTICIPANTS
Region I	School Mental Health Program Coordinators from RO and SDOs	15
Region II	School Mental Health Program Coordinators from RO and SDOs	10
Region III	School Mental Health Program Coordinators from RO and SDOs	21
Region IV-A	School Mental Health Program Coordinators from RO and SDOs	24
Region IV-B	School Mental Health Program Coordinators from RO and SDOs	8
Region V	School Mental Health Program Coordinators from RO and SDOs	14
Region VI	School Mental Health Program Coordinators from RO and SDOs	22
Region VII	School Mental Health Program Coordinators from RO and SDOs	21
Region VIII	School Mental Health Program Coordinators from RO and SDOs	14
Region IX	School Mental Health Program Coordinators from RO and SDOs	9
Region X	School Mental Health Program Coordinators from RO and SDOs	15
Region XI	School Mental Health Program Coordinators from RO and SDOs	12
Region XII	School Mental Health Program Coordinators from RO and SDOs	9
Caraga	School Mental Health Program Coordinators from RO and SDOs	13

## TENTATIVE PROGRAM MATRIX

TIME	ACTIVITY
DAY 1 (MONDAY)	
-	Arrival of Participants
1:00 PM – 2:00 PM	Registration of Participants
2:00 PM – 2:45 PM	Opening Program
2:45 PM – 3:15 PM	Health Break
3:15 PM – 4:30 PM	Program Overview
4:30 PM – 5:00 PM	Clearinghouse
DAY 2 (TUESDAY)	
8:00 AM – 8:30 AM	Management of Learning
8:30 AM – 10:00 AM	<b>SESSION 1</b> Mental Health of Children and Adolescents
10:00 AM – 10:30 AM	Health Break
10:30 AM – 12:00 PM	<b>SESSION 2</b> Learner Rights and Mental Health
12:00 PM – 1:00 PM	Lunch Break
1:00 PM – 2:30 PM	<b>SESSION 3</b> DepEd Mental Health Crisis Response and Management
2:30 PM – 3:00 PM	Health Break
3:00 PM – 4:30 PM	<b>SESSION 4</b> Ethical Aspects of Mental Health Care
4:30 PM – 5:00 PM	Clearinghouse
DAY 3 (WEDNESDAY)	
8:00 AM – 8:30 AM	Management of Learning
8:30 AM – 10:00 AM	<b>SESSION 5</b> Mental Health Screening in Crisis Situations
10:00 AM – 10:30 AM	Health Break
10:30 AM – 12:00 PM	<b>SESSION 6</b> Providing Brief Mental Health Interventions
12:00 PM – 1:00 PM	Lunch Break
1:00 PM – 2:30 PM	Continuation of Providing Brief Mental Health Interventions
2:30 PM – 3:00 PM	Health Break
3:00 PM – 4:45 PM	<b>SESSION 7</b> Making Effective Referrals
4:45 PM – 5:00 PM	Clearinghouse
DAY 4 (THURSDAY)	
8:00 AM – 8:30 AM	Management of Learning
8:30 AM – 10:00 AM	<b>SESSION 8</b> Providing Postvention
10:00 AM – 10:30 AM	Health Break
10:30 AM – 12:00 AM	Continuation of Providing Postvention
12:00 PM – 1:00 PM	Lunch Break
1:00 PM – 2:30 PM	<b>SESSION 9</b> Reporting and Monitoring Cases of Mental Health Crises
2:30 PM – 3:00 PM	Health Break
3:00 PM – 4:30 PM	<b>SESSION 10</b> Preventing Mental Health Crises
4:30 PM – 5:00 PM	Clearinghouse

<b>DAY 5 (FRIDAY)</b>	
8:00 AM – 8:30 AM	Management of Learning
8:30 AM – 10:00 AM	<b>SESSION 11</b> Caring for Carers
10:00 AM – 10:30 AM	Health Break
10:30 AM – 12:00 AM	Ways Forward
12:00 PM – 1:00 PM	Lunch Break
1:00 PM – 2:00 PM	Closing Program



Republic of the Philippines  
Department of Education  
**BUREAU OF LEARNER SUPPORT SERVICES**

**OFFICE OF THE DIRECTOR**

**SAFEGUARDING GUIDELINES**

*Training on Mental Health Crisis Management and Referral Mechanisms*

To ensure that everyone enjoys a secure and supportive environment, we have established comprehensive safeguarding guidelines. This aims to ensure the safety, well-being, and protection of all. This applies to all participants, including resource speakers, and the program management team. Please read and adhere to the following guidelines:

**I. Safe Interactions During the Workshop**

- a. Everyone shall ensure that respectful, non-violent, and non-sexualized interactions are observed during the Workshop. The use of foul and vulgar language is prohibited.
- b. Everyone is highly required to observe the following:
  - i. They should not share a room with the opposite gender unless consent has been properly obtained.
  - ii. They should not do the following as provided by Republic Act No. 113113 or the "Safe Spaces Act":
    1. Any acts such as cursing, wolf-whistling, catcalling, leering and intrusive gazing, taunting, pursuing, unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs, persistent unwanted comments on one's appearance, relentless requests for one's personal details such as name, contact and social media details or destination, the use of words, gestures or actions that ridicule on the basis of sex, gender or sexual orientation, identify and/or expression including sexist, homophobic and transphobic statements and slurs, the persistent telling of sexual jokes, use of sexual names, comments and demands, and any statement that has made an invasion on a person's personal space or threatens the person's sense of personal safety;
    2. Acts such as making offensive body gestures at someone, and exposing private parts for the sexual gratification of the perpetrator with the effect of demeaning, harassing, threatening, or intimidating the offended party including flashing of private parts, public masturbation, groping, and similar lewd sexual actions;
    3. Acts such as stalking, and any of the acts mentioned in (a) and (b), when accompanied by touching, pinching or brushing against the body of the offended person; or any touching, pinching, or brushing against the genitalia, face, arms, anus, groin, breasts, inner thighs, face, buttocks or any part of the victim's body even when not accompanied by acts mentioned in (a) and (b); and
    4. Gender-based online sexual harassment acts that include acts that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic, and sexist remarks and comments online whether publicly or through direct and private messages, invasion of victim's privacy through cyberstalking and incessant messaging, uploading and sharing

without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing of any of the victim's photos, videos, or any information online, impersonating identities of victims online or posting lies about victims to harm their reputation, or filing, false abuse reports to online platforms to silence victims.

- iii. They should maintain a safe and appropriate distance from one another.

## **II. Workshop Facilitators / Resource Persons**

- a. Workshop Facilitators / Resource Persons shall ensure that the visuals, words, and content presented are appropriate, and follow the principles of non-discrimination, gender sensitivity, and inclusivity.
- b. Workshop Facilitators / Resource Persons will have to acknowledge the diversity of the participants and be sensitive about this.
- c. If a certain topic discusses violence or any potentially distressing content, a trigger warning shall be placed at the start of the presentation.
- d. Workshop Facilitators / Resource Persons shall also pay special attention to the language, ensuring that this is safe for all participants.

## **III. Reporting Safeguarding Concerns during the Workshop**

- a. If anyone wants to report a safeguarding concern while the Workshop is ongoing, he or she may approach any of the program management team.
- b. If anyone experiences distress or any protection concern during the Workshop, he/she may approach any of the program management team.

For cases or safeguarding concerns, please contact:

**Carmella Joyce Mergenio**  
BLSS-SHD, Technical Assistant II  
[carmella.mergenio@deped.gov.ph](mailto:carmella.mergenio@deped.gov.ph)

*Suzette T. Gannaban-Medina*  
**ATTY. SUZETTE T. GANNABAN-MEDINA**  
Officer-in-Charge, Director IV  
Bureau of Learner Support Services  
And Learner Rights and Protection Office



Republic of the Philippines  
Department Of Education  
Region XI

**DIVISION OF PANABO CITY**

Panabo City

No.: \_\_\_\_\_

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

<b>NAME</b>	JOHN CARLO L. CENIZA, RN MAN
<b>Position/Designation</b>	NURSE II
<b>Permanent Station</b>	Schools Governance and Operations Division
<b>Purpose of Travel (must be supported by attachments)</b>	ATTENDANCE TO THE TRAINING ON MENTAL HEALTH CRISIS MANAGEMENT AND REFERRAL MECHANISM
<b>Host of the Activity</b>	DEPARTMENT OF EDUCATION
<b>Inclusive Dates</b>	AUGUST 12-16, 2024
<b>Destination</b>	ECOTECH CENTER, CEBU CITY
<b>Fund Source</b>	PROGRAM SUPPORT FUNDS ON SMHP

*I hereby attest the information in this form and in the supporting documents attached hereto are true and correct.*

**JOHN CARLO L. CENIZA, RN MAN**

*Name and Signature of Requesting Employee*

*Date*

*This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose sated herein.*

**AILENE B. AÑONUEVO, PhD**

*Name and Signature of Recommending Authority*

*Date*

**APPROVED**

**JINKY B. FIRMAN, PhD, CESO VI**

*Name and Signature of Approving Authority*

*Date*