



Republic of the Philippines  
**Department of Education**

24-14868

**REGION XI**  
**SCHOOLS DIVISION OF PANABO CITY**

**Office of the Schools Division Superintendent**

September 25, 2024

**Division Memorandum**

No. 0187 s. 2024

**PARTICIPATION TO THE TRAINING ON MENTAL HEALTH ASSESSMENT CUM  
SCHOOL MENTAL HEALTH PROGRAM ORIENTATION**

To: **BASILIO P. MANA-AY JR., CESO VI**  
Assistant Schools Division Superintendent  
**AILENE B. AÑONUEVO PhD**  
Chief of the Schools Governance and Operations Division (SGOD)  
**JANWARIO E. YAMOTA**  
Chief of the Curriculum Implementation Division (CID)  
**A.O Floreindo National High School**

1. Attached is Regional Memorandum No. ESSD-2024-405 dated September 24, 2024, entitled "**PARTICIPATION TO THE TRAINING ON MENTAL HEALTH ASSESSMENT CUM SCHOOL MENTAL HEALTH PROGRAM ORIENTATION**" on **September 30 – October 4, 2024**, which will be held at **City State Tower, Ermita, Manila**.
2. In line with this, the following personnel are directed to attend the above activity.

Name	Office	Designation
1. John Carlo L. Ceniza	SDO	Nurse II/SMHP Focal
2. Sharon Rose O. Quizon	AO Floreindo National High School	Registered Guidance Counselor

3. Travelling and other incidental expenses of the Division Personnel shall be charged to local funds or SMHP downloaded Program Support Funds, while travelling and other incidental expenses of the School Personnel shall be charged to local funds or School MOOE Funds subject to the usual accounting and auditing rules and regulations.
4. For your information and guidance.

SGOD/ABA/jcc

**JINKY B. FIRMAN PhD, CESO VI**  
OIC Schools Division Superintendent

**RELEASED**

**SEP 25 2024**

For the SDS  
**AILENE B. AÑONUEVO, Ph.D.**  
Chief Education Supervisor, SGOD  
Incharge of the Division



RECORDS SECTION SDO PANABO CITY  
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providing quality education, MATATAG for all.







Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM  
ESSD-2024-405

To : Schools Division Superintendents  
Davao City, Panabo City, Davao del Sur, Davao del Norte,  
Davao Oriental, Mati City, IGACOS, and Tagum City  
Chief Education Supervisor, ESSD

Subject: PARTICIPATION TO THE TRAINING ON MENTAL HEALTH  
ASSESSMENT CUM SCHOOL MENTAL HEALTH PROGRAM  
ORIENTATION

Date : September 24, 2024

This is in reference to the attached memorandum from the Office of the Undersecretary for Operations dated September 5, 2024, which is self-explanatory.

The Bureau of Learner Support Services through its School Mental Health Program will conduct **Training on Mental Health Assessment cum School Mental Health Program Orientation** on **September 30 – October 4, 2024**, which will be held at **City State Tower, Ermita, Manila**. The 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.

In line with this, the following are the identified participants for the Region:

Names	Designation	School/SDO
Stephen Mark T. Castres	Regional SMHP Focal Person	DepEd Regional Office XI
Milabel C. Tolentino	Division SMHP Focal Person	SDO – Davao City
John Carlo L. Ceniza	Division SMHP Focal Person	SDO – Panabo City
Kamille Ayn M. Sa-ao	Division SMHP Focal Person	SDO – Davao del Sur
Ma. Luisa O. Cuyos	Division SMHP Focal Person	SDO – Davao del Norte
Edmar Jay S. Rara	Division SMHP Focal Person	SDO – Davao Oriental
Kate G. Peña	Division SMHP Focal Person	SDO – Mati City
Johanni T. Estoque	RGC	Leon Garcia Sr., NHS/ SDO – Davao City
Vivian B. Capina	RGC	Mati National Comprehensive HS/ SDO – Mati City
Aileen C. Veras	RGC	SDO – IGACOS
Sharon Rose O. Cuizon	RGC	A.O. Floreindo NHS/ SDO – Panabo City



Republic of the Philippines  
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DAVAO REGION

**Office of the Regional Director**

Mary Joy J. Doctolero	RGC	TCNCHS/SDO – Tagum City
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Identified participants are expected to register through <https://tinyurl.com/trainingonmhassessment> on or before **September 26, 2024**.

Travelling and other incidental expenses shall be charged to local funds or SMHP downloaded Program Support Funds subject to the usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this Memorandum is desired.

  
Digitally signed by  
Farnazo Allan Gabriel  
Date: 2024.09.24  
12:49:22 +08'00'  
**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated.

ROE/smtc





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



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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](mailto:schoolmentalhealth@deped.gov.ph) cc: [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph), or at telephone number (02) 8632-1368 / 8633-7213.

[BLSS-SHD/JPC]



Room 101, Rizal Building, DepEd Complex, Marikina Avenue, Pasig City 1600  
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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](mailto:blss.od@deped.gov.ph)

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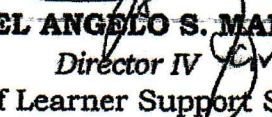
directly coordinate with the hotel for availability of the rooms and payment arrangements.

7. **Meals** (breakfast, lunch, dinner, and AM/PM snacks) will be provided at the venue. With this, take note of the schedule for meals below. For any dietary restriction, please inform the organizers.

Meals	Sep. 30 Day 1	Oct. 1 Day 2	Oct. 2 Day 3	Oct. 3 Day 4	Oct. 4 Day 5
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch	✓	✓	✓	✓	
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

8. Participants are advised to **bring their respective laptops** or other writing devices for the activity. Bringing of **personal outlet extension** is highly encouraged.
9. Participants are reminded to **bring their personal medications**, if any. For sudden health concerns during the activity, the organizers may be approached for assistance.

For any concerns and clarifications, please contact Mr. Jordan Concepcion, *Technical Assistant II*, via Viber at 09453211229.

  
**DR. MIGUEL ANGELO S. MANTARING**  
*Director IV*  
Bureau of Learner Support Services



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

**ANNEX A.**

**Allotted slots for Participants**

Region	SMHP Coords		RCCs
	RO	SDO	
Region I	1	7	7
Region II	1	5	4
Region III	1	10	10
Region IV-A	1	12	11
MIMAROPA	1	4	3
Region V	1	7	6
Region VI	1	11	10
Region VII	1	10	10
Region VIII	1	7	6
Region IX	1	4	4
Region X	1	7	7
Region XI	1	6	5
Region XII	1	4	4
CARAGA	1	6	6
CAR	1	4	4
NCR	1	8	8
BARMM	1	6	5
<b>Grand Total</b>	<b>17</b>	<b>118</b>	<b>110</b>