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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-2025-0212

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD)
Chief Education Supervisor (CID)
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary and Secondary Schools
School Health and Nutrition Section
All Concerned

Subject: **SUBMISSION OF REPORTS AND UPDATING ON THE IMPLEMENTATION OF SCHOOL HEALTH PROGRAMS, PROJECTS, AND ACTIVITIES FOR SY 2024-2025**

Date: May 8, 2025

This has reference to **Memorandum DM-OUOPS-2024-08-02245** re: Submission of Reports and Updating on the Implementation of School Health Programs, Projects, and Activities for SY 2024-2025, which is self-explanatory.

For your information and compliance.

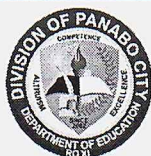

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

MAY 08 2025

RECORDS SECTION - DO PANABO CITY
BY 

SGOD/ABA/cjms



Address: City Hall Compound, Km 31, JP Laurel,
Panabo City, Davao del Norte
Telephone No: (084) 823-1469, (084) 628-4066
Email: panabocity.division@deped.gov.ph
Website: www.depedpanabocity.com

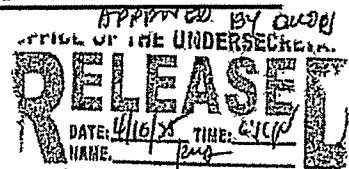


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-09-06281



TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS

MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge,
Office of the Undersecretary for Operations

FROM : MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge
Office of the Undersecretary for Operations

SUBJECT : SUBMISSION OF REPORTS AND UPDATING ON THE
IMPLEMENTATION OF SCHOOL HEALTH PROGRAMS, PROJECTS,
AND ACTIVITIES FOR SY 2024-2025

DATE : March 31, 2025

This Office, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), instructs Regional Offices (ROs) and Schools Division Offices (SDOs) to ensure the submission of the following reports in accordance with the **OUOPS Memorandum No. DM-OUOPS-2024-09-06281** titled "Submission of Reports for the Implementation of Related School Health Programs, Projects and Activities for FY 2024", and in line with recent directive to the BLSS-SHD to ensure that the desired outputs and outcomes of its programs are properly documented:

1. Submit on or before May 15, 2025 the reports on Health-Related Cases and Services or data for both the School Mental Health Program (SMHP) and the Adolescent Reproductive Health (ARH) Program covering the entire School Year (SY) 2024-2025 (as of the last day of the SY).

Sheet No.	Title of Report	Link to the Template	Email Reports to
Sheet 1	Pregnancy	https://tinyurl.com/AnnualData24-25	To: blss.shd@deped.gov.ph arh@deped.gov.ph schoolmentalhealth@deped.gov.ph CC: phanny.ramos001@deped.gov.ph belle.hombrebueno@deped.gov.ph
Sheet 2	Psychosocial		
Sheet 3	Referral		
Sheet 4	Suicide-related		
Sheet 5	Other mental health-related data ¹		

Please secure both a soft copy and a hard copy of the report. Have the hard copy signed by the Regional Director or the Schools Division Superintendent. Scan the signed copies and submit them along with the editable soft copy via email with the subject "(Name of Region) - ARH & SMHP Data Report for SY 24-25".

¹ Although not included in the previously disseminated template for data reports, this new set of data is being collected in line with the passage of the Republic Act (RA) 12080 or the Basic Education Mental Health and Well-Being Promotion Act.



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

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2. Particularly for regions who have not submitted previously expected reports, submit through email on or before April 30, 2025 any pending reports: (a) on the implementation of programs, projects, and activities (PPAs) charged to the Program Support Funds (PSF) for the SMHP, the ARH Program, and the Medical, Dental, and Nursing Services (MDNS); and (b) on the status of utilization of the PSF covering the entire Fiscal Year (FY) 2024 (as of December 31, 2024).

Folder Name	Name of Report	Links to the Templates
Utilization and Accomplishments	(a) Activity Monitoring Form - FY 2024: (i) Capacity Building (ii) Learner Support Center (iii) SBCC Materials (iv) Research (v) Others	As previously disseminated through the OUOPS Memorandum No. DM-OUOPS-2024-09-06281: https://tinyurl.com/SHDFY2024 Reporting
	(b) PSF Utilization Form - FY 2024: (i) SMHP (ii) ARH (iii) MDNS	For the ARH Program, Live Reporting may be accessed at: https://tinyurl.com/FY2024Utilizati on

Similarly, secure both a soft copy and a hard copy of each report. Have the hard copy signed by the Regional Director or the Schools Division Superintendent. Scan the signed copies and submit them along with the editable soft copy via email with the subject "(Name of Region) - ARH & SMHP Accomplishment and Utilization Reports for SY 24-25."

3. Provide updates on activities conducted related to the Comprehensive Tobacco Control Program for the FY 2024 (and the previous FYs):
- For school health personnel at the SDO level who have undergone any training on the provision of brief tobacco intervention (BTI), including those who attended the training coordinated by the BLSS-SHD in November 2024: Submit updates on the number of personnel and learners who have been provided with BTI (up to April 2025) through the form that may be accessed at: <https://tinyurl.com/depedbti2025>. Deadline of submission is May 15, 2025.
 - For school health personnel designated as coordinators of the Comprehensive Tobacco Control Program: Submit reports on activities conducted for the program through the following links:

FY	Deadline of Reporting	Links to Submission/Template
2024	May 15, 2025	https://tinyurl.com/depedtobaccocontrol2024
2023	May 31, 2025	https://tinyurl.com/depedtobaccocontrol2023
2022 and/or earlier	June 30, 2025	https://tinyurl.com/depedtobaccocontrol2022

Note: DepEd email is required in accessing the links.

For questions and concerns, please contact Phanny S. Ramos, Health Education and Promotion Officer III, or Belle Beatrice D. Hombrebueno, Technical Assistant II of BLSS-SHD, through (02) 8-632-9935 or email at blss.shd@deped.gov.ph.



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ANNEX A


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-09 - 062241

TO : REGIONAL DIRECTORS
ESSD AND SGOD CHIEFS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL AND DIVISION SCHOOL MENTAL HEALTH AND
ADOLESCENT REPRODUCTIVE PROGRAMS COORDINATORS
ALL OTHER CONCERNED

FROM :  **ATTY. REVSEE A. ESCOBEDO**
Undersecretary for Operations

SUBJECT : SUBMISSION OF REPORTS FOR THE IMPLEMENTATION OF
RELATED SCHOOL HEALTH PROGRAMS, PROJECTS AND
ACTIVITIES FOR FY 2024

DATE : August 6, 2024

This Office, through the Bureau of Learner Support Services - School Health Division (BLSS-SHD), acknowledges the importance of proper monitoring and evaluation (M&E) mechanisms to strengthen the implementation and ensure the sustainability of the School Health Program (SMHP) and Adolescent Reproductive Health (ARH) Program.

In line with the **OUOPS Memorandum** dated March 8, 2024 titled *Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting of the PSF for the Field Implementation of the SMHP for FY 2024, Including the Guidelines on the Hiring of TAs Under CoS for the Program* (Enclosed), the BLSS-SHD hereby issues the enclosed **Guidelines on the Submission of Reports on the Implementation of the School Mental Health Program (SMHP) and the Adolescent Reproductive Health (ARH) Projects and Activities** (Annex A). This guideline aims to provide specific information regarding the purposes of reporting, the steps in submitting reports, the schedules of reporting, the roles and responsibilities of significant DepEd field offices, and the templates for reporting. This reporting mechanism ensures proper monitoring of the implementation and further development of the programs.

Relevant to submitting the first rounds of reports, all Regional Offices, in coordination with their Schools Division Offices, are requested to submit their mid-year reports on the implementation of the SMHP and ARH, and utilization of the PSF on August 23, 2024.

For more information, questions, concerns, or need for technical support, please contact **Amina Aisa Boncales**, Technical Assistant II, through email at blss.shd@deped.gov.ph, cc: schoolmentalhealth@deped.gov.ph.

/BLSS-SHD/AAB



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
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Annex A

Guidelines on the Submission of Reports on the Implementation of the School Health Programs, Projects, and Activities

A. Background and Purpose

Pursuant to DepEd's mandate under various health-related laws and policies, the **Bureau of Learner Support Services – School Health Division (BLSS-SHD)** is strengthening its efforts to ensure the health and wellbeing of learners. Among these efforts is the downloading of Program Support Funds (PSF) to Regional Offices (ROs) to support the field's implementation of projects, activities, and other initiatives related to school health.

BLSS-SHD acknowledges the importance of proper monitoring and evaluation (M&E) mechanisms to strengthen the school health's implementation and ensure its sustainability as well as continuous development. Hence, these guidelines are issued to ensure the effective use of fiscal resources by:

- Providing clear steps on the reporting of the utilization funds, achievements, and conduct of related activities;
-
- Setting timely schedules for reporting;
- Properly designating roles and responsibilities for completing and submitting reports; and
- Setting standard reporting forms.

B. Use of the Reporting Forms

To comprehensively and properly monitor utilization, accomplishments, and achievements, there shall be four (4) templates for reporting: 1) Fund Utilization Forms, 2) Activity Monitoring Forms, 3) Accomplishment Report, and 4) Related Health Cases and Services. Below are the details of the reporting templates which can be accessed here <https://tinyurl.com/SHDFY2024Reporting>.

A. PSF Utilization Forms. Gathers specific financial information regarding projects or activities implemented or conducted. It has the following sections:

- a. Program, Project, and Activities Information. Basic information regarding the PPAs implemented or conducted.
- b. Physical Accomplishments. Number of outputs produced in relation to the committed PPA.
- c. Financial Accomplishments. Status of funds allocated for each PPA committed.

B. Activity Monitoring Forms. Gathers specific information on accomplishment of specific indicators for the PPAs committed. Different SHD Flagship Programs have different indicators based on their target PPA outcomes. Sheets in this form cover the various target areas of the SHD Flagship Programs. For a reference on the various target areas and allowable activities refer to the enclosed PSF Guidelines for the different School Health Programs. Specific for the SMHP, refer to Annex A for a description of the target areas or program components relevant to the program's targets. Each Sheet has the following sections:

- a. Conducting Office. Field office – Regional Office or specific School

Division Office – that implemented or conducted the PPA.

- b. Activity Information. Basic information regarding the PPAs implemented or conducted.
- c. Accomplishments. Number of indicators met, or outputs produced, in relation to the PPA implemented or conducted.

C. Accomplishment Report. Presents summary of financial accomplishments; physical accomplishments; challenges, solutions, and support needed; and relevant activity photos and testimonials, if available, for easier reference and presentation to reporting sessions.

D. Health Related Cases and Services. Gathers quantitative data on the different school health-related services facilitated or delivered as well as significant related health cases. These cases and services are expected to have been validated during either reporting of the cases and conduct or implementation of service delivery or facilitation. For a quick reference on the process of validation of health-related data refer to OUOPS Memorandum No. 2023-06-7518 entitled *Request for Validated Health-related Data for S.Y. 2022-2023* (enclosed).

C. Submitting Reports

To ensure proper reporting of PSF utilization the following steps are expected to be taken by appropriate field offices.

1. Prepare and complete the reports in coordination with the Chief of the Education Support Services Division (ESSD) or the School Governance and Operations Division (SGOD) and the office's Budget Officer.
2. Secure both an editable soft copy and a hard copy for each report.
3. Have the hard copies of the reports signed by the Regional Director or Schools Division Superintendent. Scan the signed copies and submit it with the editable softcopy through email at blss.shd@deped.gov.ph cc: schoolmentalhealth@deped.gov.ph, arh@deped.gov.ph, amina.boncales@deped.gov.ph, phanny.ramos001@deped.gov.ph with subject "Region [Number] PSF Utilization, Achievement Reports, and Health-related Data"

D. Schedule of Reporting

To ensure timely integration of the PSF utilization and achievements with the Central Office's implementation review and other reporting needs, the consolidated and signed reports are expected to be submitted to the Central Office quarterly.

E. Roles and Responsibilities

1. **Schools Division Office.** The SGOD in collaboration with Medical Offices and relevant School Health Program Coordinators shall:
 - Monitor the school health-related projects and/or activities implemented or conducted in the SDO and its schools with the use of the PSF;
 - Prepare a consolidated report from monitoring activities and have the consolidated report signed by the School Division Superintendent; and
 - Submit the consolidated and signed Division Report to the RO.

F. **Enabling System.** Projects and activities on Enabling System aims to ensure the strengthened implementation of the various components of the School Mental Health Program through focus on 1) Human Resources; 2) Partnerships), and 3) Information, Research, and Knowledge Management. Specifically, these activities include the following but are not limited to:

a. Human Resources

- i. Ensuring presence of at least one (1) SMHP Coordinator in field offices and schools to manage and monitor the implementation of the SMHP.
- ii. Facilitating or providing capacity building opportunities for relevant personnel involved in the implementation of the various components of the SMHP.

b. Partnerships

- i. Engaging with other government agencies, Non-Government Organizations (NGOs), Local Government Units (LGUs), local community leaders, private sector groups, and other such relevant stakeholders for the following purposes:

1. Outsourcing of Mental Health service providers for learners;
2. Establishing community linkages for the referral system;
3. Establishing technological infrastructure for the creation of mental health related digital platforms for learners;
4. Resource persons for capacity building and workshops to increase DepEd personnel mental health literacy and awareness;
5. Conduct of mental health assessment for learners;
6. Collaboration in research that aid in ensuring that initiatives under this order are evidence-based and data-driven; and
7. Other such purposes that are deemed relevant for the implementation of the various components of the SMHP.

c. Information, Research, and Knowledge Management

- i. Participating in research activities led by the Central Office or relevant partners;
- ii. Conducting relevant research related to the state of mental health of learners, mental health promotion in schools, and basic mental health service facilitation and/or delivery;
- iii. Conducting monitoring and evaluation related activities on the implementation of SMHP;
- iv. Establishing data management mechanisms or systems; and
- v. Other activities related to the establishment or development of data-driven and evidence-based approaches to mental health promotion.