



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 MAY 2023

DIVISION MEMORANDUM  
No. 242 s. 2023

**LIFE SKILLS SEMINAR ON DRUG ABUSE PREVENTION CUM  
MENTAL HEALTH AWARENESS**

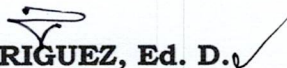
To: OIC – Assist. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. The Schools Division Office through the School Governance and Operations Division will conduct Life Skills Seminar on Drug Abuse Prevention cum Mental Health Awareness on **May 30, 2023** from **1:00 to 4:00pm** via google meet.
2. The following are the objectives of the said activity:
  - a. Gain knowledge on the effect of drug use and addiction.
  - b. Deepen understanding between the relationship of drugs and mental health of a person.
  - c. Craft commitment as a pledge to prevent drug use and to have a healthy lifestyle.
3. Participants to this activity are BKD officers and Advisers. School Heads shall ensure the arrangement of alternative learning modality for the concerned participants to ensure no disruption of classes.
4. Attached are Enclosure 1 – list of participants, Enclosure 2 – Program Matrix and Enclosure 3 – Technical Working Group.
5. Immediate dissemination of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

  
**EDWIN R. RODRIGUEZ, Ed. D.**  
Chief Education Supervisor - CID



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Enclosure 1 – List of Participants

**LIFE SKILLS SEMINAR ON DRUG ABUSE PREVENTION CUM  
MENTAL HEALTH AWARENESS**

ADVISERS	BKD OFFICERS	SCHOOLS
John Menard R. Lavadia	Valeri M. Labita	Alsam ES
Adrian N. Naynes	BKD President	Busal ES
Elaine B. Ablaña	Louise Althea N. Abueva	Dapdap IS
Gina P. Samonte	Joan M. Pardiñas	Domoit ES
Jan Julius Infante	Zandro Donald C. Cabuyao	EPES
Jo Ann N. Luna	Samantha E. Nosce	EFES
Glenda G. Dilar	Ayesha Laurice C. Lavarro	FELES
Juliet L. Villoria	Khatelyn Jade C. Labitigan	Gibanga ES
Roschelle L. Moreno	Jhastine Angela C. Maluluy-On	Ilasan ES
Lester S. Salumbides	Daniel N. Aguirre	Ipilan-Alitao ES
Vivian V. Castillo	Maria Franchezka B. Navela	Kalumpang ES
April May Q. Ramilo	Mitch Angle D. Quinto	Katigan-Alupay ES
Glenda Y. Castillo	Ralph Draven C. Baluis	Lakawan ES
Cecille V. Ardales	Reina D. Bobila	Lalo ES
Lilibeth S. Labita	Angela M. De Guzman	Lawigue ES
Anjello Pagdonsolan	Jairus Y. Yaldama	Malaoa-Calantas ES
Christelle R. Catan	Rena Mae O. Esteban	Masin ES
Jeewel L. Cabriga	Vince Myco E. Dañez	Mate ES
Girlie Abaricia	BKD President	Mayuwi Community School
Cristita C. Cabalsa	Zharina Micaela B. Oabel	NPES
Jess Awa	Allyna Kate M. Javal	Pandakake ES
Macleo V. Parro	Irene I. Dongon	Potol ES
Maricel C. Cabuyao	Jilliane Padua	SPES
Victorino Y. Cabanas Jr.	Tenshi Charm Lintag	TECS
Rose Ann M. Lim	Kaithlyn Andrei V. Afunggol	TWCS I
Maria Jhonna S. Reyes	Pharis B. Salipande	TWCS II
Jobelle R. Jardin	BKD President	TWCS III
Jocelyn C. Zagala	Kathlyn Cleo Javin	TWCS IV
Ma. Magdalena L. Nanez	Jacob E. Tutor	Valencia ES
Merlita V. Avenilla	Xyryll Joyce Padolina	Wakas ES
Jerobaal Jephthe Tabernilla	Rayne Mhisha R. San Juan	WPES
Wareen Cablaida	Florence Demicillo Erich Nicole Nivera Clarisa Mismanos Lorien Abulencia Aimjhon Dava Leynard Obdianela	BANHS



	Appoline Latisha Babierra	
Remenchie G. Palines	Kimberly B. Aquino Jhelume Delima Jay Ann E. Paroan Princess Mae R. Restar Marlyn P. Tamayo John Joel P. Magallanes Jhillane Azel T. Malagayo	Dapdap IS
Ronald Reaviles	Balmeo John Lemmuel Caagbay John Michael P. Bermudez Kristina Cassandra P. Araza Caila Audrey C Cabriga Rian Mhar L. Mendoza Pat Judiciary B. Quinto Ashlly Mhae A.	LPIHS
Jeanne Pauline J. Oabel (SHS) Meryann V. Flores (JHS)	Regine Fabie Isabel Acesor Trisha Morillo Andrea Mae Humilde Trisha Mae Salumbides Reymark Lampas Krishnan Earl Casen	RQINHS
Reymart P. Villapeña	Mary Ann Garcia Annie Jane Ramos Joanna Marie Tor Venus Lavado Junell Tutor Nicolle Zarsuelo Joanna Mariez Pabellano	WPNHS

Enclosure 2 – Program Matrix

**LIFE SKILLS SEMINAR ON DRUG ABUSE PREVENTION CUM  
MENTAL HEALTH AWARENESS**

May 30, 2023 via google meet  
1:00 to 4:00 pm

TIME	ACTIVITY/ TOPIC	FACILITATOR
Opening Program		
1:00 – 1:30 pm	Nationalistic Song Prayer CALABARZON March Tayabas Hymn	AVP
	Roll Call of participants	Alelie A. Padillo Nurse II
	Welcome Remarks	Antonio P. Faustino, Jr. OIC-ASDS
	Inspirational Message	Celedonio B. Balderas Jr. SDS
1:30 – 2:10 pm	Drug Use and Addiction	Resource Speaker from Quezon Provincial Health Office
2:10 – 2:50 pm	Relationship between alcohol, illicit drugs, and mental health	Resource Speaker from Quezon Provincial Health Office
2:50 – 3:00 pm	HEALTH BREAK	
3:00 – 3:40 pm	Refusal Skills and healthy lifestyles to prevent drug use	Resource Speaker from Quezon Provincial Health Office
3:40 – 3:50 pm	Forum/ Sharing of insights	
3:50 – 4:00 pm	Closing Remarks	Imelda C. Raymundo SGOD Chief



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Enclosure 3 - TWC

**Technical Working Committee (TWC)**

May 30, 2023

**Over all Chairperson:**

Celedonio B. Balderas Jr.  
Schools Division Superin

**Co- chairpersons:**

Antonio P. Faustino, Jr.  
OIC- ASDS  
Imelda C. Raymundo  
Chief – SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Nicole May R. Lagar Alelie A. Padillo	<ul style="list-style-type: none"> <li>• Prepares Training Design and other Training Package requirements.</li> <li>• Coordinates with SEPS-HRTD on other activity requirements.</li> <li>• Prepares and submits activity completion report (ACR) to SEPS-HRTD.</li> </ul>
Over-all Management including (Logistics) L&D	Luzviminda E. Saldares	<ul style="list-style-type: none"> <li>• Manages the conduct of L&amp;D.</li> <li>• Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>• Monitors L&amp;D activities.</li> <li>• Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>• Leads the debriefing sessions.</li> </ul>
QAME	Montano L. Agudilla, Jr.	<ul style="list-style-type: none"> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Medical/First Aid	Alelie A. Padillo	<ul style="list-style-type: none"> <li>• Ensures observance/compliance of health protocols including but not limited to conduct of Triage.</li> <li>• Administers first aid and health services during the event.</li> </ul>



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Resource Speakers/Facilitators	Resource Speaker from Quezon Provincial Health Office	<ul style="list-style-type: none"> <li>• Lead/s the discussion of topics</li> <li>• Facilitate/s workshop</li> <li>• Attend/s engages in the debriefing sessions</li> </ul>
Support Staff/s	Ian Ilao	<ul style="list-style-type: none"> <li>• Take/s pictures from the opening until closing programs.</li> <li>• Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>• Assist/s the session facilitators/s</li> <li>• Ensure/s that sound system and projectors are properly set up.</li> <li>• Manage/s unexpected system glitches.</li> </ul>
Certificate	Ian Ilao	<ul style="list-style-type: none"> <li>• Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Moderator	Nicole May R. Lagar	<ul style="list-style-type: none"> <li>• Coordinates with the Program Proponent regarding the contents and flow of the activity</li> <li>• Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> <li>- Present Agenda outline</li> <li>- Discuss relevant session protocol.</li> <li>- Moderate Q&amp;A sessions</li> <li>- Close out conference</li> </ul> </li> </ul>
Utility/Physical Plant	N/A	<ul style="list-style-type: none"> <li>• Prepares and maintain cleanliness and orderliness of session hall.</li> <li>• Ensures that left-over food and used food packs are properly disposed.</li> <li>• Ensures that comfort room have enough supply of water..</li> </ul>
Process Observer/s	N/A	<ul style="list-style-type: none"> <li>• Observe/s the processes being employed by the speaker/facilitator.</li> <li>• Engage/s in the debriefing sessions.</li> </ul>
Class Managers	N/A	<ul style="list-style-type: none"> <li>• Monitor attendance of the participants and assist</li> </ul>

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		<p>speakers on the whole durations.</p> <ul style="list-style-type: none"> <li>• Assist the speaker/facilitator throughout the session.</li> <li>• Take over the session when the speaker/facilitator attends to an emergency call/ matter.</li> <li>• Conducts the MOL.</li> </ul>
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