



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


30 April 2026

DIVISION MEMORANDUM
No. 290 s. 2026

**CONDUCT OF ORIENTATION ON CHILDREN AND ADOLESCENT RISK
SCREENING (CARS) FOR SCHOOL GUIDANCE DESIGNATES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Pursuant to the **RA 11306** the state shall commit itself to promoting the well-being of people by ensuring that mental health is valued promoted and protected, ensure integration of the mental health into the educational system, and make available timely, affordable and high quality and culturally appropriate mental health care. The **School Health and Nutrition Unit- SGOD of the City Schools Division of The City of Tayabas** will **Conduct of Orientation on Children and Adolescent Risk Screening for School Guidance Counselor Designates** on **May 18, 2026, 8:00a.m.-5:00p.m. at Sevillas Hotel and Resort, Brgy. Domoit, Lucena City.**
2. This activity aims to identify learners who at risk of behavioral, emotional, social and academic behavior problems so that necessary prevention and intervention support can be provided by the school.
3. Attached herewith are the Enclosure 1: List of Participants (School Guidance Counselor Designate/SGOD personnel /Medical team), Enclosure 2: Indicative Matrix of Activities; and Enclosure 3: Program Management Team Terms of Reference.
4. For further queries and clarification, you may contact **Alelie A. Padillo** Nurse II at **09683858113** or alelie.padillo@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: RA 11306 An Act on Mental Health

To be indicated in the Perpetual Index
under the following subject:

CHILDREN AND ADOLESCENT RISK SCREENING (CARH)
GUIDANCE COUNSELOR DESIGNATE

SGOD – conduct of orientation on children and adolescent risk screening for school guidance counselor designate
DAS32-000215/April 30, 2026

Enclosure 1: List of Participants

**May 18, 2026
8:00a.m.-5:00p.m.**

No.	School	Name	Designation
1.	Alsam OS	Clarine R. De Guzman	Teacher I
2.	Busal IS	Aira Miguella D. Remolona	Teacher I
3.	Cipriano J. Querubin ES	Erlinda C. Calabano	Teacher III
4.	Dapdap IS	Arlene Q. Polintan (SHS),	Teacher II
5.	Dapdap IS	Remenchie G. Palines (JHS)	Teacher II
6.	Domoit ES	Gina P. Samonte	Teacher I
7.	East Palale ES	Priscilla Z. Infante	Master Teacher I
8.	Eugenio Francia IS	Zairene Claire A. Ranuda	Teacher I
9.	Froilan E. Lopez ES	Mylene Cataquiz	Teacher III
10.	Gibanga ES	Luzviminda S. Cabile	Teacher III
11.	Ilasan IS	Mariz Rozol (JHS)	Teacher I
12.	Ilasan IS	Teresa Masinag (Elem)	Teacher III
13.	Ipilan-Alitao ES	Ruby V. Esmiller	Master Teacher 1
14.	Calumpang IS	Jhojealene T. Romano	Teacher III
15.	Katigan-Alupay ES	Maricel L. De Rama	Teacher I
16.	Lakawan ES	Larmen Joy S. Malto	Teacher III
17.	Lalo ES	Florence E. Javin	Master Teacher I
18.	Lawigue ES	Maria Donna A. Naynes	Teacher II
19.	Malaoa-Calantas ES	Fatima Joy Q. Dequilla	Teacher I
20.	Masin ES	Princess Camelle Roces	Teacher II
21.	Mate IS	Lorelie Racelis	Teacher III
22.	Mayuwi IS	Jun Eclavea - Elem	Teacher II
23.	Mayuwi IS	Jestoni V. Llames - JHS	Teacher I
24.	North Palale ES	Analyn C. Gaasis	Teacher I
25.	Pandakaki ES	Jess L. Awa	Teacher I
26.	Potol ES	Mariedine B. Ypanto	Teacher I

27.	South Palale ES	Fe C. Cabriga	Teacher III
28.	Talolong IS	John Renyl D. Oabel	Teacher I
29.	TECS	Ryan O. Sombrero	Teacher III
30.	TWCS I	Jerico Nanez	Teacher III
31.	TWCS II	Marilyn C. Oliveros	Teacher II
32.	TWCS III	Jane Karell C. Cabusas	Teacher II
33.	TWCS IV	Rowena Q. Rondilla	Teacher III
34.	Valencia ES	Ma. Magdalena Nanez	Teacher I
35.	West Palale ES	Loregen C. Gapasangra	Teacher III
36.	BANHS	Cristopher L. Cablaida	Teacher II
37.	LPIHS	Marinessa A. Villamater (G12)	Guidance Counselor III
38.	LPIHS	Ronald P. Reaviles (G9)	Teacher III
39.	LPIHS	Emmanuel G. Moreno (G11)	Teacher I
40.	RQINHS	Rodel G. Sumbilla	Teacher III
41.	RQINHS	Monina Grace M. Villa (SHS)	Teacher II
42.	WPNHS	Jeselle R. Escobinas	Teacher II
43.	TCNHS	Jeny B. Sumilang	Teacher I
44.	Alsam IS	Clarine R. De Guzman	Teacher I
45.	Dapdap IS	Cornelia Castillo (Elem)	Teacher III
46.	SGOD	Dr. Joan C. Salcedo	Medical Officer III
47.	SGOD	Montano L. Agudilla	SMME
48.	SGOD	Lailani T. Omlas	Nurse II
49.	SGOD	Jayne Paula T. Tulio	Dentist II
50.	SGOD	Alelie A. Padillo	Nurse II
51.	SGOD	Justine N. Ranillo	GO STAN
52.	SGOD	Giovann S. Guano	GO STAN
53.	SGOD	La Trisha T. Dalit	EPS II
54.	SGOD	Imelda C. Raymundo	SGOD Chief

Enclosure 2: Indicative Matrix of Activities

PROGRAM OF ACTIVITIES		
Registration of Participants	8:00a.m.- 8:30a.m.	Justine N. Ranillo Giovann S. Guano
Opening Program	8:30a.m.- 9:00a.m.	La Trisha Dalit EPS II
Training Overview	9:00a.m.- 9:10a.m.	Imelda C. Raymundo SGOD Chief
Mental Health Check In	9:10a.m.- 9:30a.m.	
Topic 1: Introduction a. Rationale for the Development of Universal Screening Tool for mental Health b. Overview of Children and Adolescent Risk Screener	9:30a.m.- 10:00a.m.	Alelie A. Padillo Nurse II
Topic II: Development, Standardization and Psychometric Properties of CARS	10:10a.m.- 12:00n.n.	Sarah Catrina D. Portes, Phd,RGC Guidance Counselor II
Lunch		
Topic III Implementing Universal School-based Mental Health Screening using CARS	1:00p.m.- 2:00p.m.	
Topic IV Workshop Question & Answer	2:00p.m. 4:00p.m.	
Closing Program/Distribution of Certificates	4:00ap.m. 5:00p.m.	

Enclosure 3: Program Management Team Terms of Reference

Overall Chairperson: Celedonio B. Balderas, Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager (SGOD)	Imelda C. Raymundo	<ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT and resource persons on their terms of reference and the details of the program design. - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. - Leads the debriefing sessions with the PMT and resource speakers. - Prepares the CPD documents for submission to the PRC through the NEAP-R. - Leads in crafting the Program Completion Report.
Learning Manager (CID)		<ul style="list-style-type: none"> - Leads the conduct of the program per session room. - Ensures that the program is carried out based on the detailed design in collaboration with the resource persons. - Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs.

		<ul style="list-style-type: none"> - Facilitates management of learning activities as scheduled and as needed. - Facilitates integration session at the end of the intervention, including preparation of Work Application Plan. - Ensures that the pre-assessment is administered. - Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M and E Coordinator.
<p>Resource Speakers</p>	<p>Sarah Catrina D. Portes, PhD, RGC Alelie A. Padillo</p>	<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions. - Provides expert content input during learning sessions.
<p>M&E Coordinator (SGOD-SMME)</p>	<p>Montano L. Agudilla Jr.</p>	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. - Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. - Applies process observation and prescribed tools to monitor and evaluate program delivery. - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. - Prepares Post-Program Delivery M&E Report and submits to PM for

		inclusion in the Program Completion Report.
Documenter (SGOD-HRDS)	Alelie A. Padillo	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template. - Take photos of the different parts of the program delivery.
Secretariat (SGOD-HRDS)	La Trisha T. Dalit	<ul style="list-style-type: none"> - Attends to registration needs of learners/participants. - Ensures that the learners/participants fill up attendance sheets every day. - Prepares directory of participants based on registration forms. - Assists in the distribution of learning materials and supplies. - Assists in posting and collection of session outputs. - Compiles session documents and learning resource materials.
Welfare Officer (SGOD-School Health Unit)	Dr. Joan C. Salcedo Dr. Jayne Paula T. Tulio Lailani T. Omlas	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health, and wellness of learners/participants, PMT, and resource persons are adequate and available at all times in the venue. - Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.).
Logistics Officer (SGOD-HRDS)		<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other

		<p>resources to support the successful implementation of the program.</p> <ul style="list-style-type: none"> - Leads ocular inspection of venues to ensure adherence to standards and specifications. - Checks that session rooms are always ready for use and conducive to learning.
<p>Finance Officer/s</p>	<p>Benjamin A. Millares</p>	<ul style="list-style-type: none"> - Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. - Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices. - Monitors and documents all disbursements against budget to support liquidation. - Liquidates all fund disbursement and prepares a financial report.