



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

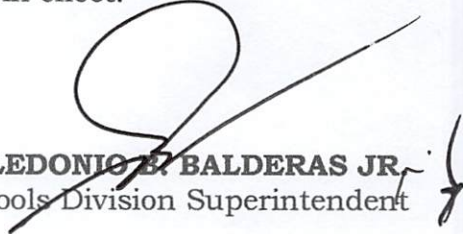
05 May 2026

DIVISION MEMORANDUM  
No. 303 s. 2026

**CORRIGENDUM TO THE 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. In reference to **Division Memorandum No. 290, s. 2026**, titled **Conduct of orientation On Children and Adolescent Risk Screening for School Guidance Designate**, this office informs the field of change on some participants and venue.
2. The **schedule on May 18, 2026, 8:00a.m.-5:00p.m. at Abelardo Hall M.I. Sevilla's Hotel and Resort, Brgy. Domoit, Lucena City**. Attached herewith are the list of participants.
3. Accordingly, all concerned personnel are advised to be guided by the revised participants and venue.
4. All other items of the said Memorandum remain in effect.

  
**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 (CARS)  
GUIDANCE COUNSELOR DESIGNATE

SGOD – conduct of orientation on children and adolescent risk screening for school guidance counselor designate  
3J1PQ-000222/May 05, 2026



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**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 Miguelle D. Remolona	Teacher I
3.	Cipriano J. Querubin ES	Erlinda C. Calabano	Teacher III
4.	Dapdap IS	Evangeline T. Jacellla (Elem)	Teacher II
5.	Dapdap IS	Cornelia N. Castillo (HS)	Teacher III
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	Arlyn S. Bermudez	Teacher I
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	Lorena Q. Sabio	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**

<b>PROGRAM OF ACTIVITIES</b>		
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
Welcome Remarks	9:00am-9:10am	Dr Joan C. Salcedo Medical Officer III
Training Overview	9:10a.m.- 9:15a.m.	Imelda C. Raymundo SGOD Chief
Mental Health Check In	9:15a.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"> <li>- Oversees the implementation of the entire program.</li> <li>- Orients the PMT and resource persons on their terms of reference and the details of the program design.</li> <li>- Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards.</li> <li>- Leads the debriefing sessions with the PMT and resource speakers.</li> <li>- Prepares the CPD documents for submission to the PRC through the NEAP-R.</li> <li>- Leads in crafting the Program Completion Report.</li> </ul>
Learning Manager (CID)		<ul style="list-style-type: none"> <li>- Leads the conduct of the program per session room.</li> <li>- Ensures that the program is carried out based on the detailed design in collaboration with the resource persons.</li> <li>- Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs.</li> <li>- Facilitates management of learning activities as scheduled and as needed.</li> <li>- Facilitates integration session at the end of the intervention, including preparation of Work Application Plan.</li> <li>- Ensures that the pre-assessment is administered.</li> </ul>

		<ul style="list-style-type: none"> <li>- Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M and E Coordinator.</li> </ul>
Resource Speakers	Sarah Catrina D. Portes, PhD, RGC Alelie A. Padillo	<ul style="list-style-type: none"> <li>- Applies effective presentation and facilitation techniques in conducting assigned sessions.</li> <li>- Provides expert content input during learning sessions.</li> </ul>
M&E Coordinator (SGOD-SMME)	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> <li>- Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT.</li> <li>- Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist.</li> <li>- Applies process observation and prescribed tools to monitor and evaluate program delivery.</li> <li>- Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing.</li> <li>- Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation.</li> <li>- Prepares Post-Program Delivery M&amp;E Report and submits to PM for inclusion in the Program Completion Report.</li> </ul>
Documenter (SGOD-HRDS)	Alelie A. Padillo	<ul style="list-style-type: none"> <li>- Documents the proceedings of the learning sessions using the prescribed documentation template.</li> <li>- Take photos of the different parts of the program delivery.</li> </ul>
Secretariat (SGOD-HRDS)	La Trisha T. Dalit	<ul style="list-style-type: none"> <li>- Attends to registration needs of learners/participants.</li> <li>- Ensures that the learners/participants fill up attendance sheets every day.</li> <li>- Prepares directory of participants based on registration forms.</li> <li>- Assists in the distribution of learning materials and supplies.</li> <li>- Assists in posting and collection of session outputs.</li> </ul>

		<ul style="list-style-type: none"> <li>- Compiles session documents and learning resource materials.</li> </ul>
Welfare Officer (SGOD-School Health Unit)	<p>Dr. Joan C. Salcedo                  Dr. Jayne Paula T. Tulio                  Lailani T. Omlas</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.).</li> </ul>
Logistics Officer (SGOD-HRDS)		<ul style="list-style-type: none"> <li>- Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program.</li> <li>- Leads ocular inspection of venues to ensure adherence to standards and specifications.</li> <li>- Checks that session rooms are always ready for use and conducive to learning.</li> </ul>
Finance Officer/s	Benjamin A. Millares	<ul style="list-style-type: none"> <li>- Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation.</li> <li>- Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices.</li> <li>- Monitors and documents all disbursements against budget to support liquidation.</li> <li>- Liquidates all fund disbursement and prepares a financial report.</li> </ul>