



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

01 September 2026

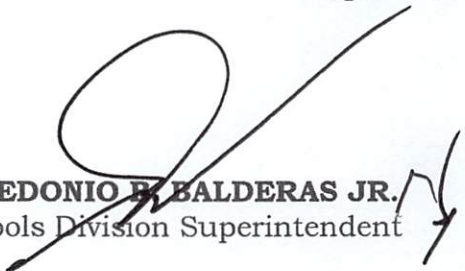
DIVISION MEMORANDUM

No. 578 s. 2026

**ONE-DAY MENTAL HEALTH DISCUSSION AND PSYCHOSOCIAL SUPPORT
ACTIVITY TO FEMALE TEACHING, TEACHING RELATED AND
NON-TEACHING PERSONNEL OF SDO TAYABAS CITY
(CLUSTER 1 AND 2)**

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

1. In reference to **DepEd Order No. 32, s. 2017 – Gender Responsive Basic Education Policy** and **Republic Act 11036 – Mental Health Act** which mandates for the provision of a safe, supportive and non – discriminatory environment, this Office in collaboration with the City Gender and Development Office will conduct the **One - Day Mental Health Discussion and Psychosocial Support Activity to Female Teaching, Teaching Related and Non -Teaching Personnel of SDO Tayabas City (Cluster 1 and 2)** at **Balilo Fast Food and Catering Services, Tayabas City** on **September 3 and 4, 2026**.
2. The activity aims to:
 - a. Raise mental awareness in the workplace;
 - b. Reduce stigma associated with mental illness; and
 - c. Realize the importance of mental health to be more productive in the workplace
3. Meal expenses shall be charged from the LGU GAD Fund while travel expenses of participants shall be charged against the respective office's available funds or MOOE, subject to the usual accounting and auditing rules and regulations.
4. Attached here are Enclosure 1: List of Participants for September 3 and 4, 2026.
5. For inquiries and clarifications, you may contact, **La Trisha R. Dalit**, Education Program Specialist II at latrisha.dalit@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: DepEd DepEd Order No. 32, s. 2017

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

MENTAL HEALTH
PSYCHOSOCIAL SUPPORT

SGOD- one-day mental health discussion and psychosocial support activity to female teaching, teaching related and non-teaching personnel of sdo tayabas city (cluster 1 and 2)
SGOIFQPR-005460/September 01, 2026

Enclosure 1

List of Participants

Participants: September 3, 2026			
	Name	Designation	Office/ School
1	Clarine R. De Guzman	Teacher I	Alsam IS
2	Julie Ann T. Perpinan	Teacher I	
3	Aira Miguelle N. David	Teacher I	Busal IS
4	Dannah Marriel V. Leron	Teacher I	
5	Ma. Luisa E. Abuel	Teacher II	Calumpang IS
6	Loida E. Arceta	SPET I	
7	Vivian V. Castillo	Teacher III	
8	Angelina R. Reyes	Teacher II	
9	Jeewel C. Jaballa	Teacher I	
10	Katrena M. Obis	Teacher II	CJQES
11	Edelyn D. Aureada	Teacher II	
12	Mary Jane N. Amanquiton	Teacher II	
13	Nerissa S. Cablaida	Teacher III	Dapdap IS
14	Maria Catsharel A. dela Pena	SPET I	
15	Micah Ella L. Santos	Teacher I	
16	Cornelia N. Castillo	Teacher III	Domoit ES
17	Gina P. Samonte	Teacher I	
18	Tracy R. Agcaoili	Teacher II	
19	Aizel Ann C. Cabriga	Teacher III	East Palale ES
20	Jesette O. Cabriga	Teacher II	
21	Elizabeth B. Maranan	SPET I	
22	Aiza R. Pacaigue	Teacher III	
23	Jo Ann N. Luna	Teacher III	EFIS
24	Jhem Joyce Francia	Teacher I	
25	Patricia Louise P. Tarray	Teacher I	
26	Ma. Rhodora P. Araya	Teacher II	FELES
27	Liza V. de Luna	Teacher II	
28	Mylene V. Cataquiz	Teacher VI	
29	Marites B. Patal	Teacher III	
30	Lyza R. Biazon	Teacher I	Gibanga ES
31	Luzviminda S. Cabile	Teacher III	
32	Jovelynda A. Dimayuga	Teacher V	Ilasan IS
33	Josie O. Caagbay	Teacher VI	
34	Daisy Marie R. Lavado	Teacher II	
35	Rich Ann D. Reyes	SPET I	
36	Maricel J. Magtibay	Teacher II	Ipilan Alitao ES
37	Amelina R. Jastiva	Teacher VI	
38	Jennilyn G. Jardiniano	Teacher III	
39	Jenny C. Rose Nanez	Teacher I	Katigan – Alupay ES
40	Carla Joy C. Orijuela	Teacher I	
41	Mary Joy G. Honrade	Teacher I	Lakawan ES
42	Larmen Joy S. Malto	Teacher III	
43	Norian S. Padua	Teacher II	
44	Marinelle Abella	Teacher III	Lalo ES
45	Mary Joy S. Malimban	Teacher II	
46	Lilibeth S. Labita	Teacher III	Lawigue ES
47	Edellyn B. Matre	Teacher III	

48	Anicee S. Rodillo	Teacher II	
49	Elizza J. Francia	Teacher I	Malaoa -Calantas
50	Eunice Faye T. Pabellano	Teacher I	ES
51	Anabel D. Ermidila	Teacher I	
52	Prof. Fides Joyce Llegado	Professor	SLSU
53	Alelie A. Padillo	Nurse II	SGOD
54	La Trisha R. Dalit	EPS II	SGOD
55	Ma. Godessa Gabatin	Go STAN	SGOD

Participants: September 4, 2026

	Name	Designation	Office/ School
1	Kaye Abejo	Teacher III	
2	Rachel A. Sogabo	Teacher I	Masin ES
3	Lorelie N. Racelis	Teacher III	Mate IS
4	Genelyn P. Leonar	Teacher II	
5	Mariel A. Walangsumbat	Teacher I	
6	Shirley M. Talisayon	Teacher I	
7	Lynssel D. Aureada	Teacher I	Mayuwi IS
8	Analyn C. Gaasis	Teacher II	North Palale ES
9	Rochelle P. Ibarrola	Teacher III	
10	Sarah Jane C. Romero	Teacher II	
11	Emerenciana P. Valencia	Teacher II	Pandakake IS
12	Sariah Letz A. Borlaza	Teacher I	
13	Zyrine Jean L. Revellame	Teacher I	
14	Lalaine T. Calabano	Teacher II	
15	Dolor T. Pabelonia	Teacher I	
16	Eloisa E. Lagar	Teacher II	Potol ES
17	Ashley Loraine C. Cabuyao	Teacher II	South Palale ES
18	Arlene C. Jasmin	Teacher III	
19	Joy V. Ocado	Teacher III	
20	Mary Joyce Zaracena	SPET I	TECS
21	Marry Joi L. Cabaneros	Teacher I	
22	Dianne Charish A. Cabuyao	Teacher I	
23	Lorena Jane R. Casilao	Teacher I	
24	Jeannite D. Barquilla	Teacher II	TWCS I
25	Hana Lizette T. Labita	Teacher II	
26	Mary Grace D. Parago	Teacher I	
27	Maria Francia N. Lleva	Teacher I	
28	Rose Ann M. Lim	Teacher II	
29	Maria Lyka E. Gollena	Teacher II	TWCS II
30	Maria Jhonna R. Umbrete	Teacher II	
31	Jobelle R. Jardin	Teacher II	TWCS III
32	Raquel F. Tabanao	Teacher II	
33	Geraldine B. Oblea	Teacher II	TWCS IV
34	Cherry R. Palambiano	Teacher II	
35	Maria Magdalena R. Nanez	Teacher I	Valencia ES
36	Mayla C. Ramiro	Teacher I	West Palale ES
37	Novie Jenelee Z. Veluya	Teacher I	
38	Erika Roshelle R. Ursolino	Teacher II	
39	Chargme J. Alvarez	Teacher III	BANHS
40	Aivy Mae F. Sanchez	Teacher II	
41	Beranadeth Gaela	Teacher III	LPIHS

42	Cristina C. Esperanza	Teacher II	
43	Anna B. Danez	Teacher I	RQINHS
44	Alison T. Potestades	Teacher II	
45	Joane D. Galapati	Teacher I	
46	Shina P. Reyes	Teacher I	WPNHS
47	Maria Cecilia R. Tolentino	Teacher I	
48	Abigail N. Quinto	Teacher I	Talolong IS
49	Gerlyn M. Oabel	Teacher I	
50	Ma. Theresa Eslacin	PDO I	TECS
51	Frenalyn B. Tabernilla	PDO I	TWCS I
52	Mila Rosa Pabularcon	PDO I	South Palale ES
53	La Trisha R. Dalit	EPS II	SGOD
54	Alelie A. Padillo	Nurse II	SGOD
55	Edna E. Eclavea	Librarian II	CID

Enclosure 2

PROGRAM MANAGEMENT TEAM

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	Imelda C. Raymundo	- Oversees the implementation of the entire program. - Orients the PMT on their terms of reference and 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 in crafting the Program Completion Report
Learning Manager	La Trisha R. Dalit	- Leads the conduct of the program 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, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as nee
Resource Speaker / Subject Matter Expert	Prof. Fides Joyce Llegado	- Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions
M&E Officer	Montano L. Agudilla, Jr.	- Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - 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/ Secretariat	La Trisha Dalit Maria Godessa Gabatin	- Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in the collection of session outputs - Compiles session documents and learning resource materials
Logistics Officer	La Trisha R. Dalit	- Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program - Leads the ocular inspection of venues to ensure adherence to standards and specifications - Checks that venue are always ready for use and conducive to learning - Ensure that training adheres to ethical considerations