



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

08 October 2025

DIVISION MEMORANDUM
No. 706 s. 2025

**WORKSHOP ON EMERGENCY MENTAL HEALTH KIT CREATION
FOR LEARNERS**

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** establishing **Mental Health Policy** for the purpose of delivery of integrated mental health services, promotes overall mental wellness and ensure that individuals have access to the necessary support and resources to maintain mental health. The **School Health and Nutrition Unit-SGOD of the City Schools Division of The City of Tayabas** will conduct **Workshop on Emergency Mental Health Kit Creation for Learners on October 10, 2025, 8:00 a.m. - 5:00 p.m., M.I. Sevilla Hotel and Resort, Brgy. Domoit, Lucena City.**
2. This activity aims to raising awareness, identifying individuals at risk, and facilitating access to treatment and psychosocial support.
3. Attached herewith are the Enclosure 1: List of Participants (Learners /Medical team/SGOD personnel), Enclosure 2: Indicative Matrix of Activities; Enclosure 3: Program Management Team Terms of Reference, and Enclosure 4: Consent Form for learners.
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 Establishing Mental Health Policy

To be indicated in the Perpetual Index

Under the following subject:

MENTAL HEALTH KIT
LEARNERS

SGOD – workshop on emergency mental health kit creation for learners
SCHB5I7K-001155/October 8, 2025

Enclosure 1: List of Participants

October 10, 2025
8:00 a.m. - 5:00 p.m.

No.	Names	Designation	Schools/Office
1.	Jasmine Geneblazo	SSLG President	BANHS
2.	Shyla Saldivia	SSLG Vice President	BANHS
3.	Monica Paderes	SSLG Secretary	BANHS
4.	Danielle Ada Torio	Grade 10 Representative	BANHS
5.	Deizyree C. Javin	SSLG President	Dapdap IS
6.	Jessa Mae J. Soria	SSLG Vice-President	Dapdap IS
7.	Kielsy Jayn R. Contreras	SELG President	Dapdap IS
8.	Keith Zyrille Cabarrubias	SELG Vice-President	Dapdap IS
9.	Jean Carla Sabio	SSLG President	LPIHS
10.	Chris Harris Tabi	SSLG Vice President	LPIHS
11.	Franchezca Crisanto	SSLG Secretary	LPIHS
12.	Jasmin Leann Naynes	SSLG Treasurer	LPIHS
13.	Winphrey Katata	SSLG Auditor	LPIHS
14.	John Willie Bauan	SSLG President	WPNHS
15.	Jade Mark Masongsong	SSLG Vice - President	WPNHS
16.	Charise Cabuyao	SSLG Secretary	WPNHS
17.	Izzy Caguicla	SSLG Treasurer	WPNHS
18.	Angelica Zulueta	SSLG President	RQINHS
19.	Abby Manguerra	SSLG Vice - President	RQINHS
20.	Angel Rioflorido	SSLG-Secretary	RQINHS
21.	James Baluyot	SSLG-Auditor	RQINHS
22.	Zanjoe Miguel P. Masinag	SSLG President	Ilasan IS
23.	Billy Jake C. Reyes	SSLG Vice President	Ilasan IS
24.	Rica Ann D. Gaanan	SSLG Secretary	Ilasan IS

25.	Franchisezka Ysabelle C. Reyes	SSLG Treasurer	Ilasan IS
26.	Angel Claire G. De Chavez	SELG President	Kalumpang ES
27.	Sophia Ysabelle Pormasdoro	SELG Vice President	Kalumpang ES
28.	Yassee Antonette Vasquez	SELG Secretary	Kalumpang ES
29.	Princess Rhian Fuenzalida	SELG Treasurer	Kalumpang ES
30.	Zarina Vien B. Bautista	SELG President	Potol ES
31.	Sam N. Anyayahan	SELG Vice President	Potol ES
32.	Jaztyn M. Martinez	SELG Secretary	Potol ES
33.	Nikki Blythe A. Alayan	SELG Treasurer	Potol ES
34.	Reilley Mikkel S. Egamino	SELG President	TECS
35.	Khalex Kodie Czar J. Galve	SELG Vice President	TECS
36.	Lorien L. Limyoco	SELG Secretary	TECS
37.	Yessha Nichole N. Obidianela	SELG Treasurer	TECS
38.	Adrianna J. Buot	SELG President	TWCS I
39.	Chriscia Marie B. Jorge	SELG Vice President	TWCS I
40.	Leila Gabrielle F. Lavado	SELG Secretary	TWCS I
41.	Jazz Katelyn Cuarto	SELG Treasurer	TWCS I
42.	Dr. Marissa C. Esperal	Resource Speaker	SLSU
43.	Marinesa Villamater	Register Guidance Counselor	LPIHS
44.	Imelda C. Raymundo	CES-SGOD	SGOD
45.	Montano Agudilla Jr.	Education Program Specialist II	SGOD
46.	La Trisha Dalit	PDO I	SGOD
47.	Nicole May L. Lumanglas	PDO I	SGOD
48.	Jayne Paula T. Tulio	Dentist II	SGOD-SHNU
49.	Alelie A. Padillo	Nurse II	SGOD-SHNU
50.	Mariles F. Contreras	Nurse II	SGOD-SHNU

51.	Lailani L. Omlas	Nurse II	SGOD-SHNU
52.	Meridean E. Oczon	Technical Assistant I	SGOD-SHNU
53.	Justine N. Ranillo	Administrative Aide I	SGOD-SHNU
54.	Giovann S. Guano	Administrative Aide I	SGOD-SHNU

Enclosure 2: Indicative Matrix of Activities

PROGRAM OF ACTIVITIES	
Registration of Participants	8:00 a.m. - 8:30 a.m.
Opening Program	8:30 a.m. - 9:00 a.m.
Training Overview	9:00 a.m. - 9:30 a.m.
AM Snacks	9:30 a.m. - 10:00 a.m.
Mental Health Check in	10:00 a.m. - 10:30 a.m.
Topic 1: Mental Health In Crisis	10:30 a.m. - 11:00 a.m.
Topic 2: Coping and Regulation Technique	11:00 a.m. - 12:00 a.m.
Lunch	12:00 n.n. - 1:00 p.m.
Topic 3: Building your own Mental Health Kit	1:00 p.m. - 2:00 p.m.
Topic 4: Crisis Resources and Support System	2:00 p.m. - 3:00 p.m.
Reflection: How Prepared Am I Now?	3:00 p.m. - 4:00 p.m.
Closing Program/Distribution of Certificates	4:00 p.m. - 5:00 p.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. - 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.

		<ul style="list-style-type: none"> - 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.
Resource Speakers	Dr. Marissa C. Esperal	<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions. - Provides expert content input during learning sessions.
M&E Coordinator (SGOD-SMME)	Montano Agudilla Jr.	<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 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.

		<ul style="list-style-type: none"> - Assists in posting and collection of session outputs. - Compiles session documents and learning resource materials.
Welfare Officer (SGOD-School Health Unit)	Lailani T. Omlas Mariles F. Contreras Dr. Jayne Paula T. Tulio	<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 resources to support the successful implementation of the program. - 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.
Finance Officer/s	Benjie Millares	<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.

Enclosure 4:

Pahintulot ng Magulang
(Parent's Consent Form)

Petsa: _____

Para sa Sinumang Kinauukulan

Magandang araw po,

Ako si _____, magulang/tagapag-alaga
ni _____, mag-aaral sa baitang _____ sa
_____.

Sa pamamagitan ng liham na ito, ako ay nagbibigay ng pahintulot sa aking anak na makilahok sa Mental Health Activity: **WORKSHOP ON EMERGENCY MENTALHEALTH KIT CREATION FOR LEARNERS**, sa **October 10, 2025** sa **M.I. Sevilla Hotel and Resort, Brgy Domoit Lucena City**, na pangungunahan ng School Division Office of Tayabas sa pakikipagtulungan ng paaralan. Nauunawaan ko na ang layunin ng aktibidad na ito ay upang mapalaganap ang kamalayan at pangangalaga sa kalusugang pangkaisipan ng mga mag-aaral.

Nauunawaan ko rin na ang mga gawaing isasagawa ay ligtas at naaayon sa mga alituntunin ng paaralan, at may mga guro o tagapagsanay na mangangasiwa sa buong aktibidad.

Ako ay sumasang-ayon na payagan ang aking anak na lumahok at makiisa sa nasabing programa.

Lubos na gumagalang,

Pangalan ng Magulang/Tagapag-alaga
(Pirma)

Relasyon sa Mag-aaral: _____
Numero ng Telepono: _____