



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

10 December 2025

DIVISION MEMORANDUM
No. 868 s. 2025

COMPREHENSIVE REHABILITATION AND RECOVERY FOR DISASTER AND EMERGENCY; STRENGHTENING MENTAL HEALTH RESPONSE AND RESILIENCE IN SCHOOLS

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

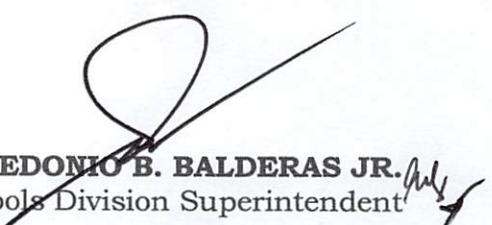
1. Pursuant to the **RA 11306** establishing **Mental Health Policy** for the purpose of delivery of integrated mental health services, promotes overall mental wellness and ensure that individuals have access to the necessary support and resources to maintain mental health. The **School Health and Nutrition Unit-SGOD of the City Schools Division of The City of Tayabas** will conduct **Comprehensive Rehabilitation and recovery for Disaster and Emergency; Strengthening Mental Health and Response and Resilience in Schools** on **December 11, 2025, 8:00a.m.-5:00p.m., Canopy Hall St Jude Coop Hotel and Event Center, Brgy. Isabang Tayabas 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 (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 Establishing Mental Health Policy

To be indicated in the Perpetual Index

Under the following subject:

**DISASTER AND EMERGENCY
MENTAL HEALTH RESPONSE**

SGOD—comprehensive rehabilitation and recovery for disaster and emergency; strengthening mental health response and resilience in schools

SCHAQD51-001285/December 10, 2025

Enclosure 1: List of Participants

December 11, 2025
8:00a.m.-5:00p.m.

| No. | School | Name | Designation |
|-----|--------------------------------|----------------------------|------------------|
| 1. | ALSAM IS | 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 | Arlene Q. Polintan (SHS), | Teacher I |
| 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 | |
| 14. | KALUMPANG ELEMENTARY SCHOOL | 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. | MALAO-A/ CALANTAS ES | Fatima Joy Q. Dequilla | Teacher I |
| 20. | MASIN ELEMENTARY SCHOOL | 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 ELEMENTARY SCHOOL | Analyn C. Gaasis | Teacher |
| 25. | PANDAKAKE IS | Jess L. Awa | Teacher I |

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| 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. | TAYABAS EAST CENTRAL SCHOOL | Ryan O. Sombrero | Teacher |
| 30. | TAYABAS WEST CENTRAL SCHOOL I | Jerico Nanez | Teacher III |
| 31. | TAYABAS WEST CENTRAL SCHOOL II | Marilyn C. Oliveros | Teacher II |
| 32. | TAYABAS WEST CENTRAL SCHOOL III | Jane Karel C. Cabusas | Teacher II |
| 33. | TAYABAS WEST CENTRAL SCHOOL 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 |
| 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 | Ariel Cabuyao | DRRM Focal |
| 47 | SGOD | Montano Agudilla | SMME |
| 48 | TWCS I | Frenalyn Tabernilla | PDO I |
| 49 | SGOD | Justine Ranillo | ADA 1 |
| 50 | SGOD | Alelie A. Padillo | Nurse II |

Enclosure 2: Indicative Matrix of Activities

| PROGRAM OF ACTIVITIES | |
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| Registration of Participants | 8:00a.m.-8:30a.m. |
| Opening Program | 8:30a.m.-9:00a.m. |
| Training Overview | 9:00a.m.- 9:10a.m. |
| Mental Health Check In | 9:10a.m.-9:30a.m. |
| Topic I Mental Health Impacts on Disaster and Emergencies | 9:30a.m.- 10:00a.m. |
| Topic II: Psychological First Aid | |
| Module I Validating and Normalizing Feelings | 10:00a.m.-10:30a.m. |
| Module II Calming Down and Controlling Emotion | 10:30a.m- 11:00a.m. |
| Module III Linking, Identifying and Addressing Needs | 11:00a.m.- 12:00n.n. |
| Lunch | |
| Module IV Sources of Strength | 1:00p.m-2:00p.m. |
| Topic III Workshop Proper: School Based Recovery And Rehabilitation Planning | 2:00p.m.- 4:00p.m. |
| Closing Program/Distribution of Certificates | 4:00p.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. - 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. |

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| | | <ul style="list-style-type: none"> - Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M and E Coordinator. |
| Resource Speakers | Alelie A. Padillo Ariel Cabuyao Montano Agudilla Jr. Marinessa A. Villamater | <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. - Assists in posting and collection of session outputs. |

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| | | <ul style="list-style-type: none"> - Compiles session documents and learning resource materials. |
| Welfare Officer (SGOD-School Health Unit) | Lailani 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 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. |