



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

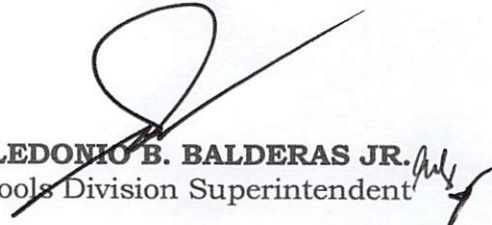
10 December 2025

DIVISION MEMORANDUM
No. 868 s. 2025

**COMPREHENSIVE REHABILITATION AND RECOVERY FOR DISASTER AND
EMERGENCY; STRENGTHENING 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 Rocas	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

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 Karell 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	
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.

		<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	<p>Alelie A. Padillo Ariel Cabuyao Montano Agudilla Jr. Marinessa A. Villamater</p>	<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)	<p>Montano 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)	<p>Alelie A. Padillo</p>	<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)	<p>La Trisha Dalit</p>	<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.

		<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.