



29 October 2024

DIVISION MEMORANDUM
OSDS-SGOD-SHNU-DM- 547s, 2024

**CONDUCT OF DIVISION WORKSHOP ON PSYCHOLOGICAL FIRST AID (PFA)
TRAINING FOR SSLG OFFICERS AND ADVISERS**

To: Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
School Heads of the selected Secondary Schools
All others Concerned

1. Based on RA 11036, also known as the Mental Health Act, schools are required to develop policies and programs aimed at increasing awareness of mental health issues. This includes identifying and providing support services for at-risk students, educators, and other employees. Schools must also ensure access to treatment and psychosocial support through effective referral mechanisms for individuals with mental health conditions.
2. In line with this, the School Governance and Operations Division, through School Health and Nutrition Section, in-partnership with Youth Formation Division, will conduct a 2-day live-in Division Workshop on Psychological First Aid Training for Supreme Student Learners Government (SSLG) officers and Teacher-advisers on November 7-8, 2024, at Rakdel Inn, located at Brgy. San Pedro, Virac, Catanduanes.
3. The objectives of the training are the following:
 - a. Train participants on the principles and technique of PFA;
 - b. Enhance participants understanding on mental health resilience and coping strategies;
 - c. Empower participants to support peers experiencing emotional distress or crisis; and
 - d. Promote a supportive and resilient school environment through peer support networks.
4. The target participants to this activity are **four (4) SSLG Officers** and **one (1) SSLG adviser/guidance teacher** of the following identified secondary schools (SAVS, San Miguel RDHS, Bagamanoc RDHS, CNHS, Cabcab NHS, Viga RDHS, Bote IS, Agban NHS, PSAT, Hawan NHS, and San Jose NHS).
5. In Addition, SSLG advisers were advised to secure parental consent of the learner participants, and present it to the secretariat during registration on November 7, 2024.
6. In preparation for this activity, a Division Orientation Workshop (DSOW) shall be conducted on October 30, 2024, Wednesday from 8:00 am to 5:00 pm, at Rakdel Inn. The said DSOW aims to finalize the learning materials, session



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guides, and discuss the logistics to be prepared. Teacher-participants in the DSOW are advised to shift their classes to a modular mode of instruction to ensure that learners' learning is not hampered.

7. Enclosed are the following documents for reference:

Enclosure No. 1- Program Management/Division Executive Committees/Program Management Team

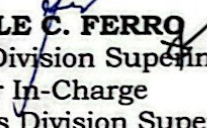
Enclosure No. 2- Program Matrix

Enclosure No. 3- List of participants during DSOW

Enclosure No. 4- Parental Consent

7. Meals and accommodation of the participants and facilitators shall be charged to downloaded funds. Travel and other incidental expenses of learners, teacher participants, and facilitators will be charged against school MOOE subject to relevant accounting and auditing rules and regulations.

8. For information and compliance to this memorandum is desired.


CECILE C. FERRO
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



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Enclosure 1 to Division Memorandum No. 547, s. 2024

PROGRAM MANAGEMENT COMMITTEE

Overall Chairperson : Cecile C. Ferro
Asst. Schools Division Superintendent
Officer In-Charge

Co-Chairperson : Mary Jean S. Romero
SGOD Chief

Members : Romel G. Petajen
CID Chief

Aroline Borja
EPS, SGOD

DIVISION EXECUTIVE COMMITTEE

Romel G. Petajen : Chief CID
Mary Jean S. Romero : Chief SGOD
Eva Tolentino : AO V, Admin
Liza R. Bernardo : AO V, Budget
Norlito Jr. P. Agunday: Legal Officer III
Angelo James O. Aguinalde Accountant III
Rey C. Bonayon : Planning Officer III
Marichelle Llave : AO, IV, HRMO
Cristina T. Barrameda: AO, IV, Supply
Cherie V. Perez : AO, IV, Records

PROGRAM MANAGEMENT TEAM

Program Managers : Ahdel D. Idanan
Nurse II
Rosario B. Vigem
PDO-I

Registration : Dr. Hidelita G. Posada
Dentist II

Venue/
Stage Decoration : Jennifer S, Casallo
Nurse II
Ma. Theresa G. Abundo



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Certificates/Tarp : Melanie R. Ibardaloza
Layout Nurse II

Foods/Accommodation: Ahdel D. Idanan
Documenter Nurse II

Master of Ceremony : Melanie R. Ibardaloza
Nurse II



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Enclosure 2 to Division Memorandum No. 547, s. 2024

DIVISION WORKSHOP ON PSYCHOLOGICAL FIRST AID TRAINING FOR SSLG OFFICERS AND ADVISERS		
Venue: Virac Rakkell Inn		
When: November 7-8, 2024		
DAY 1 (April 2, 2024)		
TIME	ACTIVITY	IN-CHARGE
7:30-8:00AM	Registration	Registration Committee
Opening Program		
8:05-8:25AM	<u>Program Preliminaries</u> <ul style="list-style-type: none"> • National Anthem • Prayer • Catandungan Hymn 	AVP
8:26-8:35AM	Welcome Remarks	MARY JEAN S. ROMERO Chief, SGOD
8:36-8:45AM	Acknowledgement of the Participants	Ahdel D. Idanan Nurse II/Mental Health Coor
8:46-8:50AM	Inspirational Message	Cecile C. Ferro, CESO V Officer-In-Charge Asst. Schools Division Superintendent
8:51-9:51 AM	Statement of the Purpose/Program Overview	Rosario B. Vegim YFD
9:52-10:00 AM	Snack	
DAY-1		
SESSION 1		
10:01-12:00 Noon	● Warm-Up/Unfreezing	Rosario B. Vegim PDO I/YFD
12:01-1:00 PM	Lunch break	
1:01-2:00 PM	● Overview on PFA	Ahdel D. Idanan Nurse II
SESSION 2		
2:01-3:00 PM	● Validating and Normalizing Feelings	Rosario B. Vegim PDO I
3:01-3:16 PM	Snacks	
3:17-5:00 PM	Continuation	
DAY-2		
8:00-8:30	Preliminary	
8:31-9:30	● Calming Down and Controlling Ones Emotion	Giovani Trinidad Teacher II
9:31-9:46	Snacks	
9:47-10:47 AM	● Identifying and Addressing Needs	Shervin Icawat Teacher I
10:48-12:00 Noon	● Sources of Strength	Rommel Valenzuela Teacher I
12:01-1:00 PM	Lunch Break	
1:01-3:00 PM	● Basic Family Therapy	
3:01-3:16 PM	Snacks	
3:17-5:00 PM	Closing	



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Enclosure 3 to Division Memorandum No. 347, s. 2024

**LIST OF PARTICIPANTS DURING DIVISION STAFF ORIENTATION WORKSHOP
(DSOW) ON THE CONDUCT OF PSYCHOLOGICAL FIRST AID TRAINING FOR SSLG
OFFICERS AND ADVISERS**

Name	Position	District/s	School/s
Ahdel D. Idanan	Nurse II	SDO	SGOD
Melanie R. Ibardaloza	Nurse II	SDO	SGOD
Rosario B. Vegin	PDO I	SDO	SGOD
Ma. Lourdes M. Sorra	PDO I	SDO	SGOD
Giovanni T. Vargas	T-II	Pandan West	PSAT
Shervin S. Icawat	T-I	Pandan West	PSAT
Rommel L. Valenzuela	T-I	Virac South	Hawan NHS



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Enclosure 4 to Division Memorandum No. 547 s. 2024

Date: _____

PARENTAL CONSENT

I/We hereby willingly and voluntarily give consent to the participation of my/our son/daughter _____, in the 2-day live-in Division Workshop on Psychological First Aid Training for SSLG officers and Advisers, at Rakdel Inn, Brgy. San Pedro, Virac, Catanduanes, on November 7-8, 2024.

I/We have considered the benefits that may son or daughter will get from his/her participation in this activity provided that due care, diligence and necessary precaution will be observed to ensure his/her health and safety.

I/We give the facilitators the right to collect any information they may need such as his/her daughter's/son's name, email address, contact number, and personal life stories but with utmost confidentiality.

Signed

Signature of Father Over Printed Name

Signature of Father Over Printed Name



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