



Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION  
 SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

**TO :** Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Public School District Supervisors  
 All Public Elementary and Secondary Schools  
 All Others Concerned

**FROM :**   
**LYNN G. MENDOZA, EdD**  
 OIC, Schools Division Superintendent

**SUBJECT :** **DIVISION ROLL OUT ON THE CONDUCT OF TRAINING ON MENTAL HEALTH CRISIS MANAGEMENT AND REFERRAL MECHANISMS**

**DATE :** September 2, 2024

1. Pursuant to Republic Act No. 11036, or the Mental Health Act, the Department of Education (DepEd) shall pursue strategies that promote the realization of mental health and well-being in educational institutions. Further, DepEd shall guide the schools in providing support and services for learners at risk, and facilitating access of learners to treatment and psychosocial support.
2. In this regard, the Schools Governance Operations Division-School Health and Nutrition Unit shall conduct a Division Roll-out on the Conduct of Training on Mental Health Crisis Management and Referral Mechanisms on October 8 and 9, 2024 at SDO Marinduque Conference Hall, Malusak, Boac Marinduque.
3. The objectives of the said activity are the following:
  - a. To understand mental health of children and adolescents;
  - b. To demonstrate skills on screening, providing brief mental health intervention, making effective referral, and providing postvention in crisis situations; and

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- c. To ethically respond, report, and monitor cases of mental health crises.
4. Participants in this activity are the Guidance Designates of all Public Elementary and Secondary Schools and selected SHNU personnel.
5. All guidance designates with scheduled classes on the specified dates shall apply modular learning among learners to avoid disruption of classes.
6. Attached are the Schedule and Training Matrix of the said activity.
7. For your information and compliance.

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Enclosure No. 1

**DIVISION ROLL OUT ON THE CONDUCT OF TRAINING ON  
MENTAL HEALTH CRISIS MANAGEMENT AND REFERRAL MECHANISMS**

October 8 and 9, 2024  
SDO Marinduque Conference Hall, Malusak, Boac, Marinduque

Date	District/Cluster
October 8, 2024	1 <sup>st</sup> Batch:  1. Boac North District (19 ES, 2 SS) 2. Boac South District (19 ES, 1 SS) 3. Buenavista District (17 ES, 7 SS) 4. Gasan District (22 ES, 5 SS) 5. Mogpog District (27 ES, 6 SS)
October 9, 2024	2 <sup>nd</sup> Batch:  1. Sta. Cruz East District (19 ES, 5 SS) 2. Sta. Cruz North District (17 ES, 7 ES) 3. Sta. Cruz South District (16 ES, 5 ES) 4. Torrijos District (27 ES, 8 ES)

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Enclosure No. 2

**DIVISION ROLL OUT ON THE CONDUCT OF TRAINING ON  
MENTAL HEALTH CRISIS MANAGEMENT AND REFERRAL MECHANISMS**  
October 8 and 9, 2024  
SDO Marinduque Conference Hall, Malusak, Boac, Marinduque

TIME	TRAINING MATRIX ACTIVITY	PERSON RESPONSIBLE
7:30 A.M-8:00 A.M	Arrival and Registration of Participants	<b>Rowena M. Malabana</b> Nurse II <b>Thessie P. Oracion</b> Nurse II
8:00 A.M-8:30 A.M	Opening Program <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• DepEd QPS</li> <li>• Welcome Remarks</li> <li>• Introduction of Participants</li> <li>• Inspirational Message</li> </ul>	<b>AVP</b> <b>AVP</b> <b>AVP</b> <b>Ma. Cecilia S. Many</b> Chief, SGOD <b>Susan P. Fatalla</b> Nurse II <b>Lynn G. Mendoza, EdD.</b> OIC, Schools Division Superintendent
8:30 A.M-8:45 A.M	Program Overview/Objectives	<b>Ma. Concordia M. Eborá</b> Nurse II
8:45 A.M- 9:00 A.M	Health Break	
9:00 A.M-10:00 A.M	Mental Health of Adolescents and Children	<b>Perry N. Jardiniáno</b> Nurse II
10:00 A.M-10:30 A.M	Prevention Strategies That Promote Mental Health	<b>Dr. Rica Mai O. Larga</b> Medical Officer III
10:30 A.M- 11:30 A.M	Postvention	<b>Dr. Rica Mai O. Larga</b> Medical Officer III
11:30 A.M- 12:30 Nn	Lunch Break	
12:30 Nn- 1:30 P.M	Mental Health Screening in Crisis Situations	<b>Alma Teresa B. Del Mundo</b> Guidance Counselor III
1:30 P.M - 2:30 P.M	Mental Health First Aid	<b>Josefina P. Brual</b> Child Protection Specialist/PDO I
2:30 P.M- 3:30 P.M	Referral Mechanisms, Reporting and Monitoring of Cases	<b>Ma. Concordia M. Eborá</b> Nurse II
3:30 P.M – 4:30 P.M	Closing Program	
	Masters of Ceremony	<b>Shenalyn P. Penascosas</b> Nurse II <b>Melannie M. Llasos</b> Nurse II

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