



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Bohol

Office of the Schools Division  
Superintendent

September 27, 2024

MLC-2024- 73

To: **Venice Lyra T. Cutamora, RN** Mental Health Focal Person  
**Sueden Larje, RGC** Registered Guidance Counselor

From: **Casiana F. Caberte, PhD, CESO VI**  
Schools Division Superintendent

**CONDUCT OF TRAINING ON MENTAL HEALTH ASSESSEMENT  
CUM SCHOOL MENTAL HEALTH PROGRAM ORIENTATION**

1. Attached herewith is Regional Memorandum ESSD/-2024 no. 392 Conduct of Training on Mental Health Assessment cum School Mental Health Program Orientation which is self-explanatory.
2. You are hereby being mandated to participate in the said activity.
3. This Memorandum serves as **Travel Order**.
4. Travel and other incidental expenses shall be charged from MOOE or local funds subject to usual accounting and auditing rules and regulations.
5. For dissemination and compliance.

SGOD/SHS/MADL/madl



Deped Tayo Bohol Division

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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

**REGIONAL MEMORANDUM**

ESSD/-2024

26 SEP 2024

To: **SCHOOLS DIVISION SUPERINTENDENTS OF:**

SDO Danao City  
SDO Guihulngan City  
SDO Mandaue City  
SDO Canlaon City  
SDO Toledo City  
SDO Cebu Province  
SDO Tanjay

SDO Bohol  
SDO Cebu City  
SDO Talisay  
SDO Dumaguete City  
SDO Siquijor City  
SDO Lapu-Lapu City  
SDO Negros Oriental

**CONDUCT OF TRAINING ON MENTAL HEALTH ASSESSMENT CUM SCHOOL MENTAL HEALTH PROGRAM ORIENTATION**

1. The Bureau of Learner Support Services, through its School Mental Health Program (SMHP), will conduct a **Training on Mental Health Assessment cum School Mental Health Program Orientation** on **September 30- October 04, 2024** at the **City State Tower, Ermita Manila**.
2. The participants of this activity are the following:

No.	Name	Office	Designation
1)	Mary Joy C. Cañete, RSW	Regional	Technical Assistant II

No.	Name	SDO	Designation
1)	Dr. Mona Linda D. Alota	Danao City	Medical Officer III
2)	Dr. Noelah Marie A. Salutan	Guihulngan City	Medical Officer III; SMHP Focal
3)	Venice Lyra T. Cutamora, RN	Bohol	SMHP Focal
4)	Jodielyn O. Gonzales, RN	Cebu City	SMHP Focal
5)	Antonieta Sumalinog, RN	Cebu City	SMHP Alternate Focal
6)	Dolores O. Almendras, RN	Talisay City	SMHP Focal
7)	Ashrell de Ramos, RN	Mandaue City	SMHP Alternate Focal
8)	Geisha P. Daragosa, RN	Canlaon City	SMHP Focal
9)	Mardy P. Amor, RN	Dumaguete City	SMHP Focal
10)	Julita Gretel D. Catacutan, RN	Siquijor City	SMHP Alternate Focal

No.	Name	SDO	Designation
1)	Sueden Lanje	Bohol	Registered Guidance Counselor
2)	Crhrisanty Nova Menchavez	Cebu Province	Registered Guidance Counselor
3)	Divina Michelle Albos	Cebu Province	Registered Guidance Counselor
4)	Genevieve Lavadia	Cebu City	Registered Guidance Counselor
5)	Maricille Espina	Cebu City	Registered Guidance Counselor
6)	Junides Aro	Lapu-Lapu City	Registered Guidance Counselor
7)	Nicah Maan Acojido	Tanjay	Registered Guidance Counselor
8)	Rosyl Geraldine Partosa	Negros Oriental	Registered Guidance Counselor
9)	John Paul Salindo	Canlaon City	Registered Guidance Counselor
10)	Darwin Bravante	Toledo City	Registered Guidance Counselor

3. Identified participants are requested to individually register through this link:  
<https://tinyurl.com/trainingonmhassessment>
4. Attached is the communication for further details and guidance.
5. Travel expenses of the participants shall be lodged under the Program Support Funds (PSF) for the SMHP or the office local funds. Division Offices are requested to augment funds in cases of deficiencies and shortages. These shall be subject to the usual accounting and auditing rules and regulations.
6. Offices concerned are requested to grant compensatory time-off (CTO) to participating personnel, as applicable, computed against the actual days that they participate in the activity, in accordance with existing Civil Service Commission rules and regulations. Grant of CTO may be applicable to situations such as when personnel need to travel before the opening (Sunday) or a day after the closing (Saturday) due to the availability of flights, or when a day or some days within the duration of the activity fall/s under (a) [local] holiday (s).
7. Should you have further questions or clarifications, please contact **Ms. Mary Joy C. Cañete, RSW**, Technical Assistant II, through her mobile number 0930-054-0177 or via email at [maryjoy.canete@deped.gov.ph](mailto:maryjoy.canete@deped.gov.ph).
8. Immediate dissemination and compliance of this Memorandum is desired.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
 Director IV  
 Regional Director



Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNER SUPPORT SERVICES

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*Office of the Director*

**ADVISORY**

September 20, 2024

**Venue and Dates**

1. This Office hereby announces that the **Conduct of Training on Mental Health Assessment cum School Mental Health Program Orientation will now be held at the City State Tower, Ermita Manila, from September 30 to October 4, 2024.**

**Participant Information**

2. **Invitation to the participation in this training will be extended to Registered Guidance Counselors (RGCS),** in addition to School Mental Health Coordinators. For the details of the allotted slots per DepEd Regional Offices (ROs) and Schools Division Offices (SDOs), kindly see Annex A. This supersedes the information on invited participant provided in the **Office of the Undersecretary for Operations Office Memorandum (OUOPS OM) No. 09-07607** entitled *Conduct of Training on Mental Health Assessment cum School Mental Health Program Orientation*.
3. Offices concerned are requested to **grant compensatory time-off (CTO)** to participating personnel, as applicable, computed against the actual days that they participate in the activity, in accordance with existing Civil Service Commission rules and regulations. Grant of CTO may be applicable to situations such as when **personnel need to travel a day before the opening (Sunday) or a day after the closing (Saturday)** due to the availability of flights, or when a day or **some days within the duration of the activity fall/s under (a) [local] holiday(s).**

**Travel Expenses**

4. **The travel expenses of the participants shall be charged to local funds. ROs and SDOs may charge travel expenses to the program support funds for the SMHP.** ROs and SDOs are requested to augment travel expenses as needed. Participants are advised to coordinate with their finance officers for travel expenses. Expenses incurred are subject to the usual accounting, budgeting, and auditing procedures.

**Logistics and Accommodation**

5. **Registration will start at 1:00 p.m. on September 30, 2024 (Monday).**
6. **Check-in will start on September 30 (Monday) and check-out will be on October 4, 2024 (Friday).** Participants who wish to check-in at the hotel before September 30, 2024 and/or after October 4, 2024 are advised to



Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNER SUPPORT SERVICES

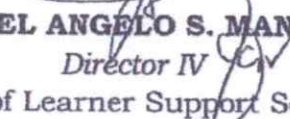
directly coordinate with the hotel for availability of the rooms and payment arrangements.

7. **Meals** (breakfast, lunch, dinner, and AM/PM snacks) will be provided at the venue. With this, take note of the schedule for meals below. For any dietary restriction, please inform the organizers.

Meals	Sep. 30 Day 1	Oct. 1 Day 2	Oct. 2 Day 3	Oct. 3 Day 4	Oct. 4 Day 5
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch	✓	✓	✓	✓	
PM Snack	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

8. Participants are advised to **bring their respective laptops** or other writing devices for the activity. Bringing of **personal outlet extension** is highly encouraged.
9. Participants are reminded to **bring their personal medications**, if any. For sudden health concerns during the activity, the organizers may be approached for assistance.

For any concerns and clarifications, please contact Mr. Jordan Concepcion, *Technical Assistant II*, via Viber at 09453211229.

  
**DR. MIGUEL ANGELO S. MANTARING**  
*Director IV*  
Bureau of Learner Support Services



Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNER SUPPORT SERVICES

**ANNEX A.**

**Allotted slots for Participants**

Region	SMHP Coords		RGCs
	RO	SDO	
Region I	1	7	7
Region II	1	5	4
Region III	1	10	10
Region IV-A	1	12	11
MIMAROPA	1	4	3
Region V	1	7	6
Region VI	1	11	10
Region VII	1	10	10
Region VIII	1	7	6
Region IX	1	4	4
Region X	1	7	7
Region XI	1	6	5
Region XII	1	4	4
CARAGA	1	6	6
CAR	1	4	4
NCR	1	8	8
BARMM	1	6	5
<b>Grand Total</b>	<b>17</b>	<b>118</b>	<b>110</b>



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**OM-OUOPS-2024-69-07607**

**TO : REGIONAL DIRECTORS AND BARMM EDUCATION MINISTER  
SCHOOLS DIVISION SUPERINTENDENTS**

**FROM : ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**SUBJECT : CONDUCT OF TRAINING ON MENTAL HEALTH ASSESSMENT  
CUM SCHOOL MENTAL HEALTH PROGRAM ORIENTATION**

**DATE : September 5, 2024**

Republic Act of 11036 mandates the Department of Education (DepEd) to "ensure that mental health promotions in public and private educational institutions shall be adequately complemented with qualified mental health professionals." As such, the Bureau of Learner Support Services, through its School Mental Health Program (SMHP), will conduct a **Training on Mental Health Assessment cum School Mental Health Program Orientation on September 30 to October 4, 2024 within Metro Manila, exact venue is to be announced.** This activity aims to provide participants with the knowledge and skills needed in the conduct of mental health assessment, particularly in the administration, scoring, and interpretation of select screening and/or assessment tools. Attached herewith is a copy of the concept note for the training.

In line with this, **SMHP Coordinators from ALL Regional Offices (ROs) and Schools Division Offices (SDOs), including BARMM, are invited to the training.** A total of 245 participants, preferably those who have attended the training on Mental Health Crisis Management and Referral Mechanisms on August 12 to 16, 2024, are expected to attend the training.

Participants are requested to register through <https://tinyurl.com/trainingonmhassessment> on or before **September 16, 2024 (Friday).**

The travel expenses of the participants shall be charged to local funds. DepEd ROs and SDOs may charge travel expenses to the program support funds for the SMHP. ROs and SDOs are requested to augment travel expenses as needed. Participants are advised to coordinate with their respective finance officers for the allocation of travel expenses. Expenses incurred are subject to the usual accounting, budgeting, and auditing procedures.

In case of work suspensions or holidays, **ROs and SDOs concerned are requested to grant compensatory time-off (CTO) to participating personnel,** as applicable, computed against the actual days that they participate in the activity, in accordance with existing Civil Service Commission rules and regulations. Grant of CTO may also

be applicable to situations such as when personnel need to travel a day before the opening (Sunday) or a day after the closing (Saturday) due to the availability of flights, or if the activity falls within a national or local holiday.

For more information, please contact **Jordan P. Concepcion**, Technical Assistant II of the BLSS-SHD, through email at [schoolmentalhealth@deped.gov.ph](mailto:schoolmentalhealth@deped.gov.ph) cc: [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph), or at telephone number (02) 8632-1368 / 8633-7213.

[BLSS-SHD/JPC]