



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF BATANGAS**

5 December 2024

**DIVISION MEMORANDUM**

No. 567, s. 2024

**MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT TRAINING FOR  
NON-TEACHING PERSONNEL**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
District DRRM Coordinators  
All Others Concerned

1. Pursuant to Republic Act No. 11036 or the *Mental Health Act of 2018* which mandates mental health services and promotes mental health awareness in schools and workplaces, this Office thru School Governance and Operations Division-Disaster Risk Reduction and Management Office shall conduct **Mental Health and Psychosocial Support Training for Non-Teaching Personnel** on Dec. 11-13, 2024 at a venue to be announced in separate advisory.
2. This activity aims to:
  - a. improve and strengthen the mental resilience of the participants;
  - b. provide tools and avenue to manage stress and promote self-care and;
  - c. strengthens the collective resilience of the school community.
3. The participants in this activity are the select members of the Schools Division Office DRRM Team, Technical Working Group (TWG), and Select Non-Teaching Personnel (*see Annex A* for the Tentative Program Matrix, and *Annex B* for Program Management Structure and Technical Working Group and, *Annex C* for the List of Participants).
4. Participants are reminded of the following:
  - a. Wear casual attire
  - b. Bring drinking tumbler, and attire for swimming activity.
  - c. If the listed participant can't attend, he/she may be represented by other non-teaching personnel provided that duly endorsed by the respective immediate supervisor. Written justification signed by respective Public Schools District Supervisor is **required** and must



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submitted for incomplete or non-participation for valid reasons of the listed participant/s.

4. Expenses relative to the conduct of this activity shall be charged against the available Division Disaster Preparedness and Response Program Fund, while the travel and incidental expenses of the participants shall be charged against their respective local funds subject to usual accounting and auditing rules and regulations.
5. This memorandum shall also serve as the travel order of the participants.
6. For further details, please coordinate with Mr. James Angelo T. Año, Division DRRM Officer through e-mail at [sgodbatangas@deped.gov.ph](mailto:sgodbatangas@deped.gov.ph).
7. Immediate dissemination and compliance with this Memorandum is expected.

  
**MARITES A. IBÁÑEZ, CESO V**  
Schools Division Superintendent



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Annex A

**MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT TRAINING OF  
NON-TEACHING PERSONNEL**

**TENTATIVE PROGRAM OF ACTIVITIES**

<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
7:30 – 8:30	Registration of Participants	<b>TWG</b>
8:30 – 9:00	<b>Opening Program</b> National Anthem Prayer CALABARZON March Himno ng Batangas  Safety Reminders	Audio-visual Presentation  Hotel Management-Safety Officer
	Welcome Remarks	<b>Gregorio T. Mueco, CESO VI</b> Asst. Schools Div. Superintendent
	Opening Remarks	<b>Dr. Rhina Ilagan, PhD</b> Asst. Schools Div. Superintendent
	Presentation of Participants	Program Facilitator
9:00 – 9:30	Inspirational Message	<b>Marites A. Ibanez, CESO V</b> Schools Division Superintendent
9:30 – 10:00	<b>Health Break</b>	
<b>TRAINING PROPER</b>		
10:00 – 10:10	Objective Setting	<b>Marian L. Arias, EdD</b> OIC- Chief, SGOD
10:00 – 10:30	Leveling of Expectations	<b>Jessa S. Guerra</b> EPS II, SMME
10:30 – 12:00	Introduction to Mental Health	<b>Invited Resource Person</b>
12:00 -1:00	<b>Lunch Break</b>	
<b>BREAK-OUT SESSIONS</b>		



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1:00 – 2:30	Mental Health Awareness	<b>Invited Resource Person</b>
2:30- 3:00	Health Break	
2:30 – 4:00	Mental Health in the Workplace	<b>Invited Resource Person</b>
4:00- 5:00	Administrative Announcement/Reminders	<b>TWG</b>
<b>2<sup>nd</sup> Day</b>		
8:00-8:30	Management of Learning	Assigned Group
8:30-10:00	Psychosocial Support (Module 1)	<b>Noah P. Duque</b> EPS II
10:00-10:30	Health Break	
10:30-12:00	Psychosocial Support (Module 2)	<b>Jesusa DC. Perez</b> EPS II
12:00- 1:00 pm	Lunch	
1:00-1:30	Mindfulness Exercises	<b>Program Facilitator</b>
1:30-3:00	Psychosocial Support (Module 3)	<b>Noah P. Duque</b>
3:00- 3:30	Health Break	
3:30- 4:30	Psychosocial Support (Module 4)	<b>Jesusa DC. Perez</b>
4:30- 5:00	Administrative Announcement/Reminders	<b>TWG</b>
<b>3<sup>rd</sup> Day</b>		
8:00-8:30	Management of Learning	Assigned Group
8:30-10:00	Psychosocial Support Group Activity	<b>DRRM Training Team</b>
10:00-10:30	Health Break	
10:30-12:00	Managing Mental Health and Stress	<b>Invited Resource Person</b>
12:00- 1:00 pm	Lunch	
1:00-3:00	Self-Care Activity	<b>All Participants</b>
3:00- 3:30	Health Break	
3:30- 4:30	<b>Closing Program</b> (Conference Hall)	<b>PMT/TWG</b>



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Annex B

**PROGRAM MANAGEMENT STRUCTURE**

**I. Executive Committee**

Chairperson:	<b>MARITES A. IBAÑEZ, CESO V</b> Schools Division Superintendent
Co-Chairpersons:	<b>GREGORIO T. MUECO, CESO VI</b> Assistant Schools Division Superintendent
	<b>RHINA O. ILAGAN, PhD</b> OIC- Assistant Schools Division Superintendent
Members:	<b>MARIAN L. ARIAS, EdD</b> OIC- Chief Education Supervisor, SGOD
	<b>DAVID M. NUAY</b> Chief Education Supervisor, CID
Program Proponent:	<b>JAMES ANGELO T. AÑO</b> Project Development Officer II Disaster Risk Reduction and Management

**II. Division Technical Working Group**

Chairperson/ Training Manager	<b>JAMES ANGELO T. AÑO</b>
Program Facilitator (Plenary)	<b>PATRICK T. RAZON</b>
Process Observers	<b>ANABEL E. MAGALONA</b> <b>RODRIGO S. CASTILLO, EdD</b>
Class Managers	<b>MA. LINDA R. PADUA</b> <b>PATRICK T. RAZON</b>
Resource Persons	<b>3 Invited Resource Persons</b> <b>NOAH P. DUQUE</b> <b>JESUSA DC. PEREZ</b>
QATAME Associate	<b>EVELYN C. DE SAGUN, EdD</b> <b>JESSA S. GUERRA</b>



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Documenters

**RAYMUND L. TORINO**  
**EDGARDO P. ALIPIO**

Training Support Staff  
a. ICT

**JOHN LHESTER L. GABO**  
**JESUS M. LANDICHO**

b. Secretariat/  
Logistics

**LEO L. ABELA**  
**MEA M. FRESNIDO**

**All Project Development Officer I**

**Division DRRM Training Team**

Medical Staff

**JOHN RHYS D. MANALO**  
**RANDY MALABANAN**



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Annex C

**LIST OF PARTICIPANTS**

	<b>Name</b>	<b>Position/ Designation</b>	<b>Section/Unit/ Station</b>
1	Marites A. Ibañez, CESO V	SDS	OSDS
2	Gregorio T. Mueco, CESO VI	ASDS	OSDS
3	Rhina O. Ilagan, PhD	OIC-ASDS	OSDS
4	Mario B. Maramot	Chief Ed. Supervisor	SGOD
5	David M. Nuay	Chief Educ. Supervisor	CID
6	James Angelo T. Año	PDO II-DRRM	SGOD
7	Anabel E. Magalona	SEPS	SGOD
8	Noah P. Duque	EPS II	SGOD
9	Evelyn C. De Sagun, EdD	SEPS	SGOD
10	Jessa S. Guerra	EPS II	SGOD
11	Rodrigo S. Castillo, EdD	SEPS	SGOD
12	Leo A. Abela	AS II-DRRM	SGOD
13	Lou C. Panaligan	AO V	OSDS
14	Layne D. Ortega	AO V	OSDS
15	Jesusa DC. Perez	EPS II	CID
16	Ranie Abu	AO II	MataasNakahoy
17	Maureen O. Villanueva	PDO I	Cluster Schs.
18	Joyce Suzaine R. Flores	PDO I	Cluster Schs.
19	Joanne M. Hernandez	PDO I	Cluster Schs.
20	Edellyn H. Jamilan	PDO I	Cluster Schs.
21	Maria Fe V. Culabat	PDO I	Cluster Schs.
22	Aubrey M. Maderazo	PDO I	Cluster Schs.
23	Regina Loraine G. Gonzales	PDO I	Cluster Schs.
24	Erl Jordan L. Gonzales	PDO I	Cluster Schs.
25	Patricia Nhel P. San Jose	PDO I	Cluster Schs.
26	Anna Margarita T. Año	PDO I	Cluster Schs.
27	Veronica Lyra C. Hernandez	PDO I	Cluster Schs.
28	Mara Therese C. Albay	PDO I	Cluster Schs.
29	Kaye-Ann D. Andrada	PDO I	Cluster Schs.
30	Melvin M. Hernandez	PDO I	Cluster Schs.
31	Sherry Ann C. Palomeno	PDO I	Cluster Schs.
32	Arnil C. Chavez	PDO I	Cluster Schs.
33	Anna Katrina B. Mendoza	PDO I	Cluster Schs.
34	Vina Carmina A. Malaso	PDO I	Cluster Schs.
35	Rizal M. Mendoza	PDO I	Cluster Schs.
36	Mary Rose A. Cabello	PDO I	Cluster Schs.
37	Jan Paulo C. Alilio	PDO I	Cluster Schs.
38	Edison Jr. C Mayo	PDO I	Cluster Schs.
39	Jenie H. Bay	PDO I	Cluster Schs.
40	Pia Divina C. Tavares	PDO I	Cluster Schs.



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41	Elizabeth C. Tumaming	Project Development Officer I	Cluster Schs.
42	Rhica Michelle C. Canela	Administrative Officer II	Agoncillo
43	Ma. Mariet D. Solis	Administrative Officer II	Agoncillo
44	Renie C. Hernandez	Administrative Officer II	Agoncillo
45	Marifie B. Gambon	Administrative Officer II	Alitagtag
46	Roxan A. Panaligan	Administrative Assistant II	Alitagtag
47	Jerra Denise S. Mea	Administrative Officer II	Alitagtag
48	Leah R. Bautista	Administrative Officer II	Balayan East
49	Erica Bianca L. Baile	Administrative Officer II	Balayan East
50	Maria Eloisa O. Hernandez	Administrative Assistant II	Balayan East
51	Celeste V. Catchillar	Administrative Officer II	Balayan West
52	Aprilyn P. Macalalad	Administrative Assistant III	Balayan West
53	Jocelyn P. Inal	Administrative Officer II	Balayan West
54	Avelino M. Morcilla	Administrative Officer II	Balete
55	Sheena Mae B. Briones	Administrative Officer II	Balete
56	Kriszel Ann M. Eduardo	Administrative Officer II	Balete
57	Ivy A. Gulen	Administrative Officer II	Bauan East
58	Ma. Fatima A. Mercado	Administrative Officer II	Bauan East
59	Jeffrey V. Rabino	Administrative Officer II	Bauan East
60	Liezel R. De Chavez	Administrative Officer II	Bauan West
61	Sonie Concepcion	Administrative Officer II	Bauan West
62	Rona Jean Boongaling	Administrative Officer II	Bauan West
63	Irene M. Casidsid	Administrative Officer II	Calaca
64	Jhonamel M. Dueñas	Administrative Assistant III	Calaca
65	Ryan L. Sacdalan	Administrative Aide I	Calaca
66	Alberto C. Beltran	Administrative Officer II	Calatagan
67	Earl Sheen A. Carandang	Administrative Officer II	Calatagan
68	Regino C. Plata Jr.	Administrative Officer II	Calatagan
69	Mecaela J. Lunar	Administrative Officer II	Cuenca
70	Rosenie O. Cantuba	Administrative Officer II	Cuenca
71	Jennifer L. Montenegro	Administrative Officer II	Cuenca
72	Regie T. De Ocampo	Administrative Officer II	Ibaan
73	Angelou C. Masakayan	Administrative Officer II	Ibaan
74	Ariel F. Castaneda	Administrative Officer II	Ibaan
75	Nelly Joy D. Marasigan	Administrative Officer II	Laurel
76	Arvin E. Barrion	Administrative Officer II	Laurel
77	Lea C. Madulid	Nurse II	Laurel
78	Gimbie V. Razon	Administrative Officer II	Lemery
79	Norabel A. Balitaan	Administrative Officer II	Lemery
80	Lorylyn M. Butardo	Administrative Assistant II	Lemery
81	Jeffrey C. Magboo	Administrative Officer II	Lian
82	Kelvin E. Data	Administrative Officer II	Lian
83	Alfred L. Austria	Administrative Assistant II	Lian
84	Jonette P. Anyayahan	Administrative Officer II	Lobo
85	Arlene D. Gusto	Administrative Assistant II	Lobo
86	Dionalyn M. Cornejo	Administrative Assistant II	Lobo





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87	Ronnalyn C. Panopio	Administrative Officer II	Mabini
88	Mikael G. Caag	Administrative Assistant III	Mabini
89	Aiza R. Medrano	Administrative Officer II	Mabini
90	Rommel C. Magsino	Administrative Officer II	Malvar
91	Mark M. Africa	Administrative Officer II	Malvar
92	John Joshua D. Carurucan	Administrative Officer II	Malvar
93	Shiela V. Palo	Administrative Officer II	MataasNaKahoy
94	Beverly Claire L. Macagaling	Administrative Officer II	MataasNaKahoy
95	Sarah Jane M. Agojo	Administrative Officer II	MataasNaKahoy
96	Mel Rose C. Ilaog	Administrative Officer II	Nasugbu East
97	Rozelyn Cejane	Administrative Officer II	Nasugbu East
98	Cherry Grace D. Erolin	Administrative Assistant II	Nasugbu East
99	Norvin Barrios	Administrative Officer II	Nasugbu West
100	Dan Albert B. Rodriguez	Administrative Officer II	Nasugbu West
101	Ramil Laviste Serna	Administrative Assistant II	Nasugbu West
102	Niño Jesus Tiamsim	Administrative Officer II	Padre Garcia
103	William Torano	Administrative Officer II	Padre Garcia
104	Merelyn A. Delgado	Administrative Officer II	Padre Garcia
105	Camille L. Romero	Administrative Officer II	Rosario East
106	Louie Jay D. Macagaling	Administrative Officer II	Rosario East
107	Perlita Hornilla	Administrative Officer II	Rosario East
108	Lilet R. Mendoza	Administrative Officer II	Rosario West
109	Edna H. Austria	Administrative Officer II	Rosario West
110	Loida R. Cayabyab	Administrative Officer II	Rosario West
111	Dulce C. Magtibay	Administrative Officer II	San Jose
112	Ariel A. Silang	Administrative Officer II	San Jose
113	Jonazaren A. Aguila	Administrative Assistant II	San Jose
114	Annabel M. Braza	Administrative Officer II	San Juan East
115	Ma. Jessica V. Delacion	Administrative Assistant II	San Juan East
116	Gladiola Banog	Administrative Assistant III	San Juan East
117	Kristine Mae Alcantara	Administrative Assistant II	San Juan West
118	Bernadette D. De Torres	Administrative Officer II	San Juan West
119	Reymar L. Quinto	Administrative Officer II	San Juan West
120	Rosanna H. De Villa	Administrative Officer II	San Luis
121	Gracia J. Belino	Administrative Assistant II	San Luis
122	Stephanie A. Masangkay	Administrative Officer II	San Luis
123	Ericson M. De Los Reyes	Administrative Officer II	San Nicolas
124	Vanessa R. Salazar	Administrative Officer II	San Nicolas
125	Anna Angelica A. Holgado	Administrative Officer II	San Nicolas
126	Renalyn M. Manongsong	Administrative Officer II	San Pascual
127	Josephine B. Adame	Administrative Officer II	San Pascual
128	Rodel G. Dilao	Administrative Officer II	San Pascual
129	Ariane Joy N. Mendoza	Administrative Assistant II	Sta. Teresita
130	Karla M. Fajardo	Administrative Officer II	Sta. Teresita
131	Christabel Gale M. Del Mundo	Administrative Officer II	Sta. Teresita
132	Princess V. Cuento	Administrative Officer II	Taal



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133	Kharen P. Brosoto	Administrative Officer II	Taal
134	Lorena A. De Ramos	Administrative Officer II	Taal
135	Margie M. Magsadia	Administrative Assistant II	Talisay
136	Aireen D. Miranda	Administrative Assistant II	Talisay
137	Jemmylyne Ann C. De Leon	Administrative Officer II	Talisay
138	Beverlyn Joan B. Bagalihog	Administrative Officer II	Taysan
139	Pharis Francis A. Vicerál	Administrative Officer II	Taysan
140	Dianne Peth G. Castillo	Administrative Officer II	Taysan
141	Jannah M. De Austria	Administrative Officer II	Tingloy
142	John Oliver C. Bacatin	Administrative Officer II	Tingloy
143	Vanessa Rizelle D. Macuha	Administrative Officer II	Tingloy
144	Mary Angeline B. Rañola	Administrative Officer II	Tuy
145	Andrea A. Alday	Administrative Officer II	Tuy
146	Maria Kimberly Ann R. Atienza	Administrative Officer II	Tuy
147	Juvie Ann Gabrieles	School Head/Training Team	Tingloy
148	Jonel B. Francisco	School Head/Training Team	Laurel
149	Irelyn R. Dueñas	School Head/Training Team	Lobo
150	Hilario S. Garcia	School Head/Training Team	Agoncillo
151	Rolando M. Magpantay Jr.	School Head/Training Team	Balete
152	Jay-Ann A. Mendoza	School Head/Training Team	Talisay
153	Luz M. Briones	School Head/Training Team	San Jose
154	Dr. Joselito R. Alday	School Head/Training Team	Cuenca
155	Ma. Linda R. Padua	School Head/Training Team	San Luis
156	Patrick T. Razon	Master Teacher I/TWG	San Juan East
157	Raymund L. Torino	Master Teacher I/TWG	Ibaan
158	Edgardo P. Alipio	Teacher I/TWG	Ibaan
159	Jesus M. Landicho	Teacher II/TWG	Laurel
160	Mea M. Fresnido	Teacher III/TWG	Talisay
161	John Rhys D. Manalo	Nurse II	SGOD
162	Randy Malabanan	Nurse II	SGOD
163	Invited Resource Person	-	
164	Invited Resource Person	-	
165	Invited Resource Person	-	

Noted:

**JAMES ANGELO T. AÑO**

Project Development Officer II  
Disaster Risk Reduction and Management

**MARIAN L. ARIAS, EdD**

OIC- Chief Education Supervisor  
School Governance and Operations Division