



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

November 18, 2021

REGIONAL MEMORANDUM

No. **001770**, s. 2021

**CAPACITY BUILDING CUM PSYCHOLOGICAL FIRST AID (PFA) FOR
EDUCATION SUPPORT SERVICES DIVISION (ESSD) PERSONNEL AND STAFF**

To: ESSD Chief
ESSD Personnel
All Others Concerned

1. There shall be a Capacity Building cum Psychological First Aid (PFA) for all ESSD Personnel and Staff on December 21, 2021 in Ormoc City. The specific venue shall be announced in an Advisory.
2. The objectives of the activity are the following:
 - prepare workable contingency plan for any disaster; and
 - improve the mental health of the ESSD personnel through PFA.
3. There shall be 16 participants to this activity comprising of the ESSD Chief and all the ESSD personnel and staff and 1 driver.
4. There shall be provision of transportation, board and lodging, per diem, and necessary training materials, charged to the RO fund covered by OSEC-8-20-0353, subject to the usual government rules and accounting regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

CAPACITY BUILDING PFA
ESSD-SPSS-EAD

Enpm 770
pdh 11/18/21



MATRIX OF ACTIVITIES

**CAPACITY BUILDING CUM PSYCHOLOGICAL FIRST AID (PFA) FOR
EDUCATION SUPPORT SERVICES DIVISION (ESSD) PERSONNEL AND STAFF
December 21, 2021**

Day 0, December 20	Day 1, December 21
	8:00-8:15 AM MOL 8:15-11:00 AM Psychological First Aid Next Steps and Closing Program Clearing House Checking Out
	LUNCH BREAK
1:00-2:00 PM Arrival and Settling Down 2:00-3:00 PM Registration 3:00-6:00 PM Opening Program Rationale Workshop Mechanics 2021 Program Implementation Review (PIR) <ul style="list-style-type: none"> • Identification of Gaps • Discussion of Issues and Concerns • Crafting of Contingency Plans 	
DINNER	

Ingress

Check in: December 20, 2021 @ 2 PM
 Registration: December 20, 2021 @ 3:00 PM
 First Meal: December 20, 2021, PM Snacks

Egress

Check out: December 21, 2021
 Last meal: December 21, 2021 Lunch