



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

January 6, 2022

REGIONAL MEMORANDUM

No. **000012**, s. 2022

**GUIDELINES ON MONITORING AND REPORTING OF PSYCHOLOGICAL FIRST AID
PROVISION TO LEARNERS AND PERSONNEL AFFECTED BY TYPHOON ODETTE**

To: Schools Division Superintendents
All Others Concerned

1. Attached is OUA Memorandum No. 00-0122-0014 dated January 4, 2022 requiring all Medical and School Health Personnel together with the Guidance Counselors/ Designated Guidance Counselors, Youth Formation Coordinators, and DRRM Coordinators, to monitor the provision of Psychological First Aid (PFA) for learners and personnel affected by Typhoon Odette.
2. The Guidelines on Monitoring and Reporting of PFA Provision for learners and personnel affected by Typhoon Odette is marked as Annex "A" to the cited Memorandum.
3. Immediate dissemination of and compliance with this Memorandum are desired.

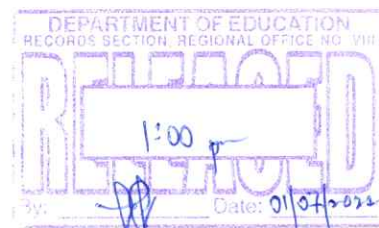
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EVELYN R. FETALVERO, CESO IV
Regional Director *hy*

Enclosures: None

References: OUA Memorandum No. 00-0122-0014

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

Monitoring PFA





Republika ng Pilipinas
Kagawaran ng Edukasyon
 Tanggapan ng Pangalawang Kalihim

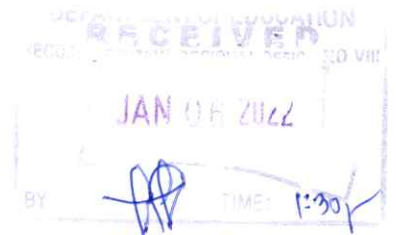


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OUA MEMO 00-0122-0014
MEMORANDUM
 05 January 2021



For: **Undersecretaries and Assistant Secretaries**
Bureau and Service Directors
Chiefs and Heads of Offices
Regional Directors
BARMM Minister of Basic, Higher & Technical Education
Schools Division Superintendents
School Heads and Principals
All Others Concerned



Subject: **GUIDELINES ON MONITORING AND REPORTING OF
 PSYCHOLOGICAL FIRST AID PROVISION TO LEARNERS
 AND PERSONNEL AFFECTED BY TYPHOON ODETTE**

In response to the massive impacts of Typhoon (TY) Odette on the education sector, the DepEd Central Office (CO) Quick Response and Recovery Team (QRRT) has been activated. See DepEd Order No. 44, s. 2018 or the "Formation of the Department of Education Disaster Risk Reduction and Management Team in the Central Office" as reference.

The Office of the Undersecretary for Administration (OUA) instructs all Medical and School Health Personnel together with the Guidance Counselors/Designated Guidance Counselors, Youth Formation Coordinators, and DRRM Coordinators, to monitor the provision of Psychological First Aid (PFA) for learners and personnel affected by TY Odette. The reports will be included in the regular Situation Reports provided by the Disaster Risk Reduction and Management Service (DRRMS) and for interventions by DepEd and mobilization of assistance from partners.

Attached as Annex A are the Guidelines on Monitoring and Reporting of PFA Provision for learners and personnel affected by TY Odette. The monitoring template is attached as an enclosure.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
 Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Annex A

GUIDELINES ON MONITORING AND REPORTING OF PSYCHOLOGICAL FIRST AID (PFA) PROVISION FOR LEARNERS AND PERSONNEL AFFECTED BY TYPHOON (TY) ODETTE

A. Description of the Psychological First Aid (PFA) Provision Monitoring Tool

The Psychological First Aid (PFA) Provision Monitoring Tool shall gather information related to the conduct of PFA to learners and personnel affected by TY Odette. This information includes data about the school, access to basic needs and social support networks, dates pertinent to the provision of PFA, number of mobilized PFA providers, number of learners and personnel provided with PFA, number of learners and personnel needing specialized MHPSS, and source/s of funds for the provisions.

The gathered data shall be used in conjunction with the assessment of needs for emergency school feeding, psychological first aid, and other health-related needs, as per OUA Memorandum No. 00-1221-0135, to provide information to significant government agencies or offices as well as partners about the status of providing psychosocial support to affected learners and personnel. This will enable the mapping and allocation of response resources and interventions, and to provide for their psychosocial support needs.

B. Instructions for Filling Up the Monitoring Template

1. The attached monitoring template shall be completed by **Division School Health and Nutrition Personnel (SHNP)** with the support of the Youth Formation Coordinator and Guidance/Designated Guidance Counselor. The accomplished monitoring template shall be submitted to the Division DRRM Coordinator.
2. The monitoring template should be submitted **every Monday by the Division DRRM Coordinator**, along with other pertinent documents and photos indicated in the guidelines, via email to drmo+mhps@deped.gov.ph, copy furnish blss.shd@deped.gov.ph, the respective Regional Director, Schools Division Superintendent, and Regional DRRM Coordinator, with filename and email subject "[**TY Odette PFA**] **Region_Division_Date of Submission**" (Example: "[TY Odette PFA] Region IV-B SDO Palawan_January 03, 2022".)
3. The submission of reports every Monday should cover the period of PFA provision during the week prior to submission (i.e., Monday to Friday of the previous week). For succeeding reports after the first submission, additional data must be included in the report, without deleting the previously submitted information. Should there be no new data (i.e., no new PFA provisions for that week), the report must still be submitted.
4. A sample accomplished report is provided in the "SAMPLE" sheet of the template.
5. The data submitted will be consolidated by the Disaster Risk Reduction and Management Service (DRRMS) for inclusion in the DepEd Situation Reports and Education Cluster Updates. These reports are sent to the Department, Education



Cluster Partners, and select National Government Agencies, and will guide the strengthening of response interventions for TY Odette.

6. Description of Monitoring Template

Each row in the monitoring template corresponds to every PFA session conducted. For example, if PFA was conducted twice for learners from the same school, each session must be reflected in its own unique row. Add additional rows as needed.

6.1 School Information

School information			
Region	Division	School ID	School Name

Please indicate the Region, Division, School ID, and Complete School Name of the learners and personnel provided with PFA. Please do not abbreviate the School Name.

6.2 MHPSS Basic Information

MHPSS Basic Information	
Were Basic Needs provided? (i.e., food, clothing, shelter)	Is access to family/community support available?

Please type "Yes" or "No" as response to the questions in these columns.

According to the IASC Guidelines on Mental Health and Psychosocial Support in Emergency Settings (2007), Basic Needs may include food, shelter, water, basic health care, and control of communicable diseases.

On the other hand, access to family/community support may include family tracing and reunification, assisted mourning and communal healing ceremonies, mass communication on constructive coping methods, supportive parenting programs, non-formal educational activities, and activation of social networks.



6.3 Data on PFA Provision

Date of PFA Provision (MM/DD/YYYY)	No. of mobilized PFA Providers in this date
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Indicate the date when PFA was provided to the learners and/or personnel. Follow the month/date/year format. Include the number of PFA providers mobilized for that day.

In cases wherein the providers will conduct PFA for a different set of learners from the same school on a different date, include the number of learners provided with PFA only for that day. See example given in the “Sample” sheet from the Monitoring Template.

6.4 Data of PFA Provision: PFA Provision for Learners

PFA Provision for Learners																
School Level of Learners	Number of Learners provided with PFA (Excluding IP, Muslim and LWD)		Number of Learners provided linked for specialized MHPSS (Excluding IP, Muslim and LWD)		Number of IP* Learners Provided with PFA		Number of IP Learners linked for specialized MHPSS		Number of Muslim Learners provided with PFA		Number of Muslim Learners linked for specialized MHPSS		Number of LWDs** provided with PFA		Number of LWDs linked for specialized MHPSS	
	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male

For the School Level of Learners, choose between the options of Elementary School (ES), Junior High School (JHS), or Senior High School (SHS).

The Number of Learners provided with PFA (Excluding IP, Muslim, and LWD) pertains to the number of learners provided with PFA that do not include the number of Indigenous Peoples (IP) Learners, Muslim Learners, and Learners with Disabilities (LWD). The data for IP Learners, Muslim Learners, and LWDs will be captured in the latter columns. This means that the data should not duplicate. For example, an IP Learner provided with PFA must be counted in “Number of IP* Learners Provided with PFA” and not in the category of “Number of Learners provided with PFA (Excluding IP, Muslim, and LWD)”

Specialized mental health and psychosocial support services (MHPSS) refer to services beyond the provision of PFA. This is necessary if the provision of PFA does not offer adequate support to improve the state of well-being of the learner/personnel. According to the *Supporting, Enabling and Empowering Students (SEES) Manual on Psychosocial Interventions for Secondary School-aged Students During Disasters and Emergency Situations*, PFA Providers must consider linking to specialized MHPSS if the following is observed from the learners/personnel:

- Unable to give his/her own name, town, and the date
- Complains of significant memory gaps
- Despondent and shows agitation, restlessness, and pacing
- Severely depressed and withdrawn



- Mutilates self/uses drugs or alcohol excessively
- Unable to care for self
- Repeats ritualistic acts
- States his/her body feels unreal and expresses fears that he/she is going crazy
- Excessively preoccupied with one idea or thought
- Believes that someone or something is out to get him/her and his/her family
- Afraid he/she will kill self or another
- Unable to make simple decisions or carry out everyday functions
- Shows extreme pressure of speech – talk overflows

Specialized MHPSS may require the support of psychiatrists or psychologists. All trained PFA Providers must be guided by OUCI-DM-2021-055 entitled “*Guidance Counseling and Referral System for Learners SY 2020-2021*”. For teaching personnel conducting PFA, learners may be linked to guidance counselors. In case a learner is referred for mental health intervention because of an issue or concern that is beyond the capability, competency, or expertise of the Guidance Counselor, the Guidance Counselor may follow the procedure stipulated in the said DepEd Memorandum.

If linking to specialized MHPSS was not necessary, please put “0”.

For all the data, indicate how many are female learners and how many are male learners.

6.5 Data on PFA Provision: PFA Provision for Personnel

PFA Provision for Personnel						
School Division Office	Number of Teaching Personnel linked for specialized MHPSS		Number of Non-Teaching Personnel linked for specialized MHPSS		Number of Non-Teaching Personnel linked for specialized MHPSS	
	Female	Male	Female	Male	Female	Male

PFA Providers must also record PFA Provision to fellow DepEd teaching and non-teaching personnel.

For specialized MHPSS, please refer to the description in section 6.4.

6.6 Data on PFA Provision: Where were learners/personnel linked

Where were learners/personnel linked?

For learners/personnel linked for specialized MHPSS, provide details about where the learners/personnel were linked (e.g., local psychologist, mental health clinic).



6.7 Source of Fund for PFA Provision

Source of Fund for PFA Provision						
Source of Fund (e.g., DRRMS, RO, Partner)	Date amount was released (MM-DD)	Amount liquidated (PHP)	If from DRRMS, Liquidated as of (MM-DD)	If from DRRMS, with certificate of liquidation (YES/NO)	If with Partner, name of Partner	With photo documentation (YES/NO)

Indicate the source of funds for the provision of PFA. Some examples of fund sources include DRRMS, Central Office, Regional Office, or Partners. Indicate the date the amount was released to the Schools Division Office and the amount that was provided or liquidated.

If the fund is from the downloaded funds from DRRMS for Response Intervention, please indicate the date the fund was liquidated, and the certification of liquidation. If not, please write "N/A".

If the fund is from a partner (i.e., non-government organizations, civil society organizations, private donors), please provide the name of the partner.

Please include all pertinent details with photo documentation. All photos may be sent via email as attachments, along with the submission of the accomplished monitoring template.

6.8 General Remarks

<p>General Remarks</p>

Include general remarks. These may be challenges in providing PFA, additional support needed, or other pertinent information.

C. Definition of Terms

Mental Health and Psychosocial Support Services (MHPSS) - Any type of local or outside support that aims to protect or promote psychosocial well-being and/or prevent or treat mental disorders.

Specialized MHPSS - Mental Health and Psychosocial Support services beyond the provision of PFA which may require the expertise of psychologists, or psychiatrists.

Psychological First Aid (PFA) - Conducted in a non-intrusive way by using arts-based activities and expressive arts to facilitate the emotions of the client, and is implemented through collaborative efforts of experts in the field, relevant agencies and offices, and stakeholders.



IP - Indigenous Peoples or Learners enrolled under the IP Education Program.

LWD - Learners with Disabilities or Learners enrolled under the SPED (Special Education) Program.

Muslim Learners - Learners enrolled under the Madrasah Program.



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