

2. Travel expenses shall be lodged under downloaded Regional and SDO Program Support Funds (PSF)/local funds, subject to the usual accounting and auditing rules and regulations.
3. For further queries and concerns, please contact ESSD-SHNU through Dr. Angelica C. Rodriguez at **schoolhealth.region8@deped.gov.ph**.
4. Immediate dissemination and compliance of this Memorandum are desired.


EVELYN R. FETALVERO CESO III
Regional Director 

Enclosures: As stated

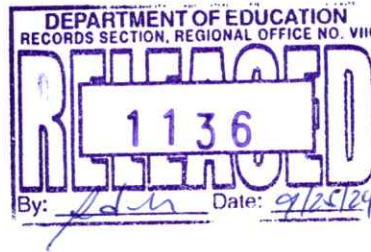
References: As stated

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

SCHOOL MENTAL HEALTH

MENTAL HEALTH ASSESSMENT

ESSD-SHNU-EG





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

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



3F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City

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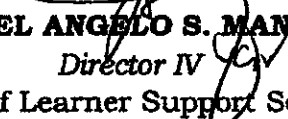
directly coordinate with the hotel for availability of the rooms and payment arrangements.

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	SMHE 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
Grand Total	17	118	110



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



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Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 2



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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 cc: blss.shd@deped.gov.ph, or at telephone number (02) 8632-1368 / 8633-7213.

[BLSS-SHD/JPC]



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Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	2 of 2





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

OFFICE OF THE DIRECTOR

MEMORANDUM

FOR : *[Signature]*
ATTY. REYSEE A. ESCOBEDO
Undersecretary, Operations

THRU : *[Signature]*
DR. DEKTER A. GALBAN
Assistant Secretary, Operations

FROM : *[Signature]*
ATTY. SUZETTE T. GANNABAN-MEDINA *uw*
Office-in-Charge, Director IV
Bureau of Learner Support Services and
Learner Rights and Protection Office

SUBJECT : **AUTHORITY TO CHANGE DATE AND VENUE OF THE CONDUCT OF TRAINING ON MENTAL HEALTH ASSESSMENT**

DATE : **AUGUST 29, 2024**

This Office respectfully requests to change the date and venue of the Conduct of Training on Mental Health Assessment:

DETAILS	FROM	TO
Date	September 16-20, 2024	September 30-October 4, 2024
Venue	Cebu	Metro Manila

The new dates and venue for the conduct of the above-mentioned activity are requested due to the following reasons:

- a. The lead trainer and author of the assessment tool is unavailable on the initial dates. It is critical that the aforementioned trainer be present during the training because his knowledge and expertise is necessary for important revisions on the tool, which will be adapted by DepEd. Moreover, he will ensure the faithfulness of the conduct of the activity to the training design and to provide feedback to the participants.



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