



October 14, 2019

**REGIONAL MEMORANDUM**  
No. 648, s. 2019

**TRAINING ON PSYCHOLOGICAL FIRST-AID (PFA) FOR SCHOOL PERSONNEL  
AND GUIDANCE COUNSELORS**

**TO: Schools Division Superintendents  
Division DRRM Coordinators  
This Region**

1. This is to inform all Schools Division Offices of the upcoming Training on Psychological First-Aid (PFA) for School Personnel on **November 11-13, 13-15, 2019** and **November 27-29, 2019** in Butuan City. The exact venue will be communicated to the offices soonest procured.

2. The Resource Speakers and Secretariat of the training are listed below:

| Region/Division Offices | Names of Speakers/Secretariat                                                                                                                                                   |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Region                  | Megnon P. Beldad                                                                                                                                                                |
| Agusan del Norte        | Jamel I. Sacar/Rosanna G. Duran                                                                                                                                                 |
| Agusan del Sur          | Carlito S. Reyes/Aileen O. Lusterio<br>Annabelle M. Deveyra/Ellen Grace M. Evangelio<br>Maria Christina T. Perez/Jose Ronan B. Dael<br>Shiela A. Butiong/Geraldine C. Pantilgan |
| Bayugan City            | Gilbert E. Cubillas, Jr./Xavier M. Collado/<br>Herlyn A. Durango                                                                                                                |
| Bislig City             | Mario L. Lesiguez                                                                                                                                                               |
| Butuan City             | Emilio B. Makiling, Jr.                                                                                                                                                         |
| Cabadbaran City         | Japheth K. Salar                                                                                                                                                                |
| Dinagat                 | Rex E. Rojas                                                                                                                                                                    |
| Siargao                 | Catherine B. Landao /Rosynette E. Libay                                                                                                                                         |
| Surigao City            | Johnmark L. Gorgonio                                                                                                                                                            |
| Surigao del Norte       | Gilde M. Erazo                                                                                                                                                                  |
| Surigao del Sur         | Rufino T. Reyes/Madelyn V. Lozada                                                                                                                                               |
| Tandag City             | Marlon L. Balansag/Rudelyn Azarcon                                                                                                                                              |

3. The schedules of the training per batch are as follows:

| Schedule/Batch                                              | Divisions      | No. of Participants + Speakers |
|-------------------------------------------------------------|----------------|--------------------------------|
| <b>1<sup>st</sup> Batch:</b><br><b>November 11-13, 2019</b> | Agusan del Sur | 49                             |
|                                                             | Bayugan City   | 20                             |
|                                                             | Butuan City    | 31                             |
|                                                             | Siargao        | 17                             |
|                                                             | Surigao City   | 20                             |
|                                                             | Tandag City    | 15                             |
| <b>Sub-total:</b>                                           |                | <b>152</b>                     |



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ISO 9001:2015 CERTIFIED  
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(085) 342 - 8207  
(085) 342 - 7347  
(085) 341 - 3899



caraga@deped.gov.ph



caraga.deped.gov.ph

|                                                      |                  |                  |
|------------------------------------------------------|------------------|------------------|
| <b>2<sup>nd</sup> Batch:</b><br>November 13-15, 2019 | Agusan del Sur   | 50               |
|                                                      | Bayugan City     | 1                |
|                                                      | Butuan City      | 2                |
|                                                      | Cabadbaran City  | 15               |
|                                                      | Dinagat          | 15               |
|                                                      | Surigao del Sur  | 50               |
|                                                      | Tandag City      | 1*speaker only   |
| <b>Sub-total:</b>                                    |                  | <b>133</b>       |
| <b>3<sup>rd</sup> Batch:</b><br>November 27-29, 2019 | Agusan del Norte | 47               |
|                                                      | Agusan del Sur   | 5 *speakers only |
|                                                      | Bayugan City     | 3 *speakers only |
|                                                      | Bislig City      | 17               |
|                                                      | Butuan City      | 2 *speakers only |
|                                                      | Dinagat          | 19               |
|                                                      | Surigao del Sur  | 51               |
|                                                      | Tandag City      | 1 *speaker only  |
| <b>Sub-total:</b>                                    |                  | <b>145</b>       |

4. Payment for the meals and accommodation of the participants and division speakers are charged to a Registration Fee of Php 1,200.00/head per day payable through cheques or fund transfer to DepEd Caraga DBP Account. Training supplies and materials of the participants shall be provided by the Division Offices, to wit:

- *Training Kits:* Plastic envelope with handle and zipper, notebook and ballpen
- *Activity materials:* crayons, markers, scissors, glues, manila papers, colored papers, bond papers, newspapers, magazines, tapes and pencils
- *Hand-outs:* SEES Manual and other relevant references

5. Be reminded that all participants and speakers are required to bring a copy of their **Travel Authority** which will be presented during the registration. No TA, no registration. The schedule of activities are as follows:

| Dates/Batches                                       | Schedule                                                                           | Provisions                                                               |
|-----------------------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>1<sup>st</sup> Batch</b><br>November 11-13, 2019 | <b>Nov. 10, 2019:</b><br>Arrival and registration at 10:00am<br>Check-in at 2:00pm | PM Snacks, Dinner + Accommodation                                        |
|                                                     | <b>Nov. 11, 2019:</b><br>Training proper at 8:00am-5:00pm                          | Snacks, Breakfast, AM Snacks, Lunch, PM Snacks, Dinner and Accommodation |
|                                                     | <b>Nov. 12, 2019:</b><br>Check-in at 2:00pm<br>Training proper at 8:00am-5:00pm    | Snacks, Breakfast, AM Snacks, Lunch, PM Snacks, Dinner and Accommodation |
|                                                     | <b>Nov. 13, 2019:</b><br>Check-out at 12:00nn<br>Training proper at 8:00am-12:00nn | AM Snacks, Breakfast and Lunch                                           |

|                                                            |                                                                                                                       |                                                                        |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>2<sup>nd</sup> Batch</b><br><b>November 13-15, 2019</b> | <b>Nov. 13, 2019:</b><br>Arrival and registration at 7:00am<br>Check-in at 2:00pm<br>Training proper at 8:00am-5:00pm | Breakfast, AM Snacks, Lunch,<br>PM Snacks, Dinner and<br>Accommodation |
|                                                            | <b>Nov. 14, 2019:</b><br>Training proper at 8:00am-5:00pm                                                             | Breakfast, AM Snacks, Lunch,<br>PM Snacks, Dinner and<br>Accommodation |
|                                                            | <b>Nov. 15, 2019:</b><br>Training proper at 8:00am-5:00pm                                                             | Breakfast, AM Snacks, Lunch,<br>PM Snacks, Dinner and<br>Accommodation |
|                                                            | <b>Nov. 16, 2019:</b><br>Check-out at 12:00nn                                                                         | No provision                                                           |
| <b>3<sup>rd</sup> Batch</b><br><b>November 27-29, 2019</b> | <b>Nov. 27, 2019:</b><br>Arrival and registration at 7:00am<br>Check-in at 2:00pm<br>Training proper at 8:00am-5:00pm | Breakfast, AM Snacks, Lunch,<br>PM Snacks, Dinner and<br>Accommodation |
|                                                            | <b>Nov. 28, 2019:</b><br>Training proper at 8:00am-5:00pm                                                             | Breakfast, AM Snacks, Lunch,<br>PM Snacks, Dinner and<br>Accommodation |
|                                                            | <b>Nov. 29, 2019:</b><br>Training proper at 8:00am-5:00pm                                                             | Breakfast, AM Snacks, Lunch,<br>PM Snacks, Dinner and<br>Accommodation |
|                                                            | <b>Nov. 30, 2019</b><br>Check-out 12:00nn                                                                             | No provision                                                           |

6. All resource speakers must attend the briefing on **November 10, 2019** at 9:00am for team groupings and hall assignments. The training team must also review the training manuals/session guides and make proper hall set-up if necessary.
7. Lastly, all speakers should bring their laptops for multi-tasking purposes (presentation, directory, proceedings, etc.).
7. For clarifications, contact Megnon P. Beldad (Regional Coordinator) via mobile phone no. 0910-472-3654 or through e-mail at [megnon.beldad@deped.gov.ph](mailto:megnon.beldad@deped.gov.ph).
8. For information and guidance.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
 OIC – Office of the Regional Director

ESSD/mpb  
10142019

Encl.: OUA Memo 12-0819-0283  
Reference: DepEd Order 37, s. 2015

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

Psychological First-Aid

Disaster Risk Reduction and Management

Madel/SMA: Implementing Guidelines on the fund utilization of downloaded funds for PFA



Republika ng Pilipinas

## Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

**OUR MEMO 12-0819-0283**

### MEMORANDUM

08 August 2019

For: **Regional Directors and BARMM Minister for Education  
Schools Division Superintendents**

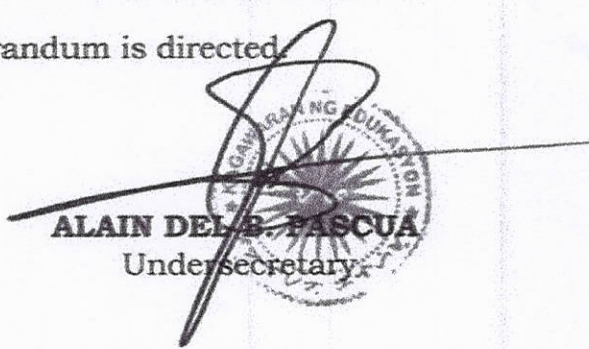
Subject: **IMPLEMENTING GUIDELINES ON THE ALLOCATION,  
UTILIZATION, DOCUMENTATION, AND MONITORING OF  
THE USE OF DOWNLOADED FUNDS TO DIVISIONS FOR  
PSYCHOLOGICAL FIRST AID TRAINING OF SCHOOL  
PERSONNEL**

Relative to the program support fund of the Disaster Risk Reduction and Management Service (DRRMS), the **Implementing Guidelines on the Allocation, Utilization, Documentation, and Monitoring of the Use of Downloaded Funds to Divisions for Psychological First Aid Training of School Personnel** is hereby provided.

The guideline aims to ensure the proper, efficient, and effective use of the downloaded funds.

For more information, all concerned may contact the Disaster Risk Reduction and Management Service (DRRMS), Department of Education (DepEd) Central Office, 2<sup>nd</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue Pasig City at telefax no. (02) 637-4933 or through email address: [drmo@deped.gov.ph](mailto:drmo@deped.gov.ph).

Immediate dissemination of this Memorandum is directed.

  
**ALAIN DEL B. PASCUA**  
Undersecretary

#### Office of the Undersecretary for Administration

*(Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health, Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)*  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building; Mobile: +639260320762; Landline: +6326337203, +6326376207  
Email: [usec.admin@deped.gov.ph](mailto:usec.admin@deped.gov.ph); Facebook/Twitter @depedtayo

## Annex A

### General Guidelines

1. The funds shall be downloaded to regions. Regions and divisions are directed to create a regional design, strategy, or method for the Psychological First Aid (PFA) Training to schools, subject to usual accounting and auditing rules and regulations. In this regard, coordination with region and division accounting offices is advised.
2. The fund support shall cover **20% of the total number of schools three (3) training management and secretariat and resource person** (please see *Attachment 1 – Allocation per Division for the Downloading of Funds for PFA Training of Schools*).
3. However, the following conditions supersedes the previous stipulation:
  - a. **Divisions with 25 or less total number of schools will be given fund for 25 participants;**
  - b. **Divisions which 20% of the total number of schools is less than 15 will be given fund for 15 participants; and,**
  - c. **Divisions which total number of schools is more than 700 will be allocated with funds corresponding to 15% of total number of schools.**
4. Due to the limited number of target schools for the downloaded funds, the implementation of the PFA Training of schools using the downloaded funds may happen in regional or division level. This will be based on the assessment and strategy of regional and division DRRM Coordinators to ensure the efficiency of the conduct of the activity.
5. The fund support for PFA Training activities is eligible for either any or a combination of the following expenditures: **board and lodging; meals and snacks; travelling expenses of participants, participants' kits; honorarium and tokens of the resource speaker/s; reproduction of materials; and, other supplies** necessary for the activity, with a **maximum allotment of Php1,583.33 per participant per day**, which is to be provided on a **3-day training duration** comprising one or more set of training events. In instances where divisions are not able to fully utilize the said funds for the number of participants required, the unutilized funds can be used to cover additional participants and other training cost.
6. For divisions with fewer prescribed number of schools for PFA Training based on the fund computation, they may opt to send their schools to join other PFA Training activities organized by region or neighboring/twin division. The funds downloaded can be used as training fee as contribution to region or division who facilitates the procurement of the venue and other training cost.



7. All divisions are **encouraged to augment** the said fund support to cover other training-related costs such as materials and supplies, transportation, etc. Divisions may add participants on top of the total required number of participants, provided that the divisions shall cover the cost through other sources of funding.
8. In order to harmonize all PFA Training initiatives, the divisions are advised to utilized the prescribed PFA Training materials (Attachment 2.1. Prescribed PFA Program, Attachment 2.2. PFA Training Module, 2.3. Supporting, Enabling and Empowering Students (SEES) Teacher's Manual, and Attachment 2.4. PFA Training Presentation).
9. **Division DRRM Coordinators shall work with the Division Nurse and Guidance Counselor who were trained in PFA** (*Attachment 3. List of PFA Trained Personnel*). In cases where there are no available resource speakers from the divisions, the DRRMS shall assist in the request for resource persons at the national level or from other regions and divisions to support the PFA Training of the division. The Region and/or Division DRRM Coordinators are instructed to facilitate the request for resource persons to DRRMS.
10. Each division is required to do the monitoring of the PFA Training provided to schools (regardless of fund source) using the attached standard monitoring tool template. The region shall consolidate these documents and submit during regional coordination meeting (*Attachment 3.1. Division Monitoring Tool for PFA Training of Schools and Attachment 2.2 Regional Monitoring Tool for the Division PFA Training Roll-out to Schools*). [drrms.me+pfa2019@deped.gov.ph](mailto:drrms.me+pfa2019@deped.gov.ph)
11. The regions and divisions are accountable for the disbursement of fund support for PFA Training for schools. A *Status Report of funds Utilization or Statement of Expenditure* following the required accounting and auditing procedures shall be submitted by regions and divisions to the Chief of the Accounting Division, DepEd Central Office, copy furnished the Disaster Risk Reduction and Management Service (DRRMS). Strong coordination with regions and divisions finance officers is instructed.
12. Judicious utilization of the fund is expected. Funds to be downloaded for the PFA Training to schools shall be utilized and liquidated by the end of 2019.
13. Misuse and/or mismanagement of these funds for the purposed other than those authorized in this guideline is strictly prohibited. Any violation committed by any individual or group will be dealt with in accordance with existing government accounting and auditing rules and regulations.

