



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. 1063, s. 2025

OCT 07 2025

To: Schools Division Superintendents
All Others Concerned

PARTICIPATION IN THE NATIONAL ORIENTATION ON THE MENTAL HEALTH
CRISIS RESPONSE AND MANAGEMENT TOOLKIT

1. In reference to the Memorandum from the Office of the Undersecretary for Operations Memorandum dated August 20, 2025, the National **Orientation on the Mental Health Crisis Response and Management Toolkit** will be conducted on October 21-24, 2025 in Davao City.
2. This orientation aims to capacitate regional and division personnel in effectively responding to and managing mental health crises in schools, in line with the Department's commitment to promote learners' and personnel's mental health and well-being.
3. Participants:

Office	Name of Personnel	Position
RO	Megnon P. Beldad	Project Development Officer II
RO	Giro Paolo Misael V. Almendralejo	Project Development Officer II
RO	Charlestone A. Otaza	Technical Assistant II
RO	Leah Ellen V. Yaoyao	Technical Assistant I
Bayugan City	Herlyn D. Asis	Registered Guidance Counselor

3. Travel and incidental expenses related to this activity will be charged to the Program Support Funds (PSF) for the School Mental Health Program, PSF, MOOE, local funds, or other available sources, subject to government accounting and auditing rules.
4. See attached memorandum for your reference.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: None
Reference: OUOPS Memorandum 08-04123
To be indicated in the Perpetual Index
under the following subjects:

WORKSHOPS

ESSD/cao
10/06/2025

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Effectivity	02.01.23	Page	1 of 1





Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
DM-OUOPS-2025-08-04123

TO : REGIONAL DIRECTORS AND BARMM EDUCATION MINISTER

FROM : MALCOLM S. GARMA
Assistant Secretary, Officer-in-Charge,
Office of the Undersecretary for Operations

SUBJECT : NATIONAL ORIENTATION ON THE MENTAL HEALTH CRISIS
RESPONSE AND MANAGEMENT TOOLKIT

DATE : August 20, 2025

DepEd is committed to promoting and protecting the mental health and well-being of learners by fulfilling its mandates under **R.A. 11036** or the *Mental Health Act* and **R.A. 12080** or the *Basic Education Mental Health and Wellbeing Promotion Act*. To ensure the relevance of DepEd's mental health initiatives pursuant to the said mandates, the Bureau of Learner Support Services – School Health Division (BLSS-SHD) established the **School Mental Health Program (SMHP)**.

One of the key components of the School Mental Health Program (SMHP) is the **Mental Health Crisis Response and Management (MHCRCM)**. The MHCRCM mechanism shall be activated during situations involving mental health crises, disasters, emergencies, or child protection concerns. It ensures that affected learners receive timely and appropriate mental health and psychosocial support (MHPSS) interventions.

To operationalize MHCRCM, this Office has drafted the guidelines and protocols for the effective response, management, reporting, and monitoring of mental health crisis cases. As part of this effort, a **National Orientation on the Mental Health Crisis Response and Management Toolkit** will be conducted on **October 21-24** in **Davao City**. This activity is crucial in ensuring a systematic, timely, and quality service delivery to learners experiencing mental health crises. Attached are the following for your reference: Indicative program (Annex A) and Travel Advisory (Annex B)

In this regard, BLSS-SHD invites **five (5) participants per region** to the said activity: one (1) RO SMHP Coordinator, one (1) RO Technical Assistant for School Health Programs one (1) RO DRRM focal, one (1) RO LRP focal, and one (1) SDO or school-based Guidance Counselor. For confirmation of attendance, participants are requested to individually register through this link: <https://tinyurl.com/Reg-form-MHCRCM-toolkit-Batch-1> on or before **August 29, 2025**.

For questions and further clarifications, please contact **Belle Beatrice D. Hombrebueno**, Technical Assistant II, through Viber number **09153857653**. You may also reach out to the BLSS-School Health Division, through email at blss.shd@deped.gov.ph.



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Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	05-23-23	Page	1 of 2



ANNEX A

INDICATIVE PROGRAM OF ACTIVITIES
National Orientation on Mental Health Crisis Response and Management Toolkit

TIME	ACTIVITY	PERSON/OFFICE RESPONSIBLE
October 21 – Day 1		
9:00 AM - 11:30 AM	Arrival of Participants Registration	Program Management Team (PMT)
11:30AM – 1:00PM	Lunch	-
1:00 PM – 2:30 PM	Opening Program • Preliminaries • Welcome Remarks • Introduction of the participants • Presentation of Indicative Program of Activities • Introduction of School Mental Health Program • Introduction of Mental Health Crisis Response and Management (MHCRM)	PMT
2:30 PM – 3:30 PM	ORIENTATION Short Orientation on the Implementing Rules and Regulations of R.A 12080	PMT
3:30 PM – 4:00 PM	Health Break	PMT
4:00 PM – 5:00 PM	End-of-day Evaluation and Clearing House / Other Reminders	
October 22 – Day 2		
8:00 AM – 8:30 AM	Management of Learning • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms	PMT
8:30 AM – 10:00 AM	SESSION 1 Introduction to Mental Health Crises	PMT
10:00 AM – 10:30 AM	Health Break	-
10:30 AM – 12:00 PM	SESSION 2.5 Recognizing Early Warning Signs, De-Escalation Techniques and Communication Skills.	Resource Person
12:00 PM – 1:00 PM	Lunch Break	-
1:00 PM – 2:30 PM	SESSION 2.5 Recognizing Early Warning Signs, De-Escalation Techniques and Communication Skills.	Resource Person

2:30 PM – 3:00 PM	Health Break	-
3:00 PM – 4:30 PM	SESSION 3 Practice drills.	Resource person
4:30 PM – 5:00 PM	End-of-day Evaluation and Clearing House / Other Reminders	PMT
October 23 – Day 3		
8:00 AM – 8:30 AM	Management of Learning • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms	PMT
8:30 AM – 9:30 AM	SESSION 4 Presentation of the Mental Health Crisis Response Framework	Resource Person
9:30 AM – 10:00 AM	Health Break	-
10:00 AM – 12:00 PM	SESSION 5.5 Introduction to the Mental Health Crisis Response Mechanism	Resource Person
12:00 PM – 1:00 PM	Lunch Break	-
1:00 PM – 2:30 PM	SESSION 5.5 Continuation on the Mental Health Crisis Response Mechanism	Resource Person
2:30 PM – 3:00 PM	Health Break	-
3:00 PM – 4:30 PM	SESSION 6 Guidelines on Responding, Post- Interventions, Referral, Reporting and Monitoring	Resource Person
4:30 PM – 5:00 PM	End-of-day Evaluation and Clearing House / Other Reminders	PMT
October 24 – Day 4		
8:30 AM – 9:00 AM	Management of Learning • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms	PMT
9:00 AM – 10:00 AM	SESSION 7 Legal and Ethical Considerations and Toolkit Appendices	Resource Person
10:00 AM – 10:30 AM	Health Break	-
10:30 AM – 12:00 AM	SESSION 8 Discussion on how-to-cascade and present the MHCRM Toolkit, and summative post- test.	Resource Person
12:00 PM – 1:00 PM	Lunch Break	-
1:00 PM – 2:00 PM	Closing Program • Awarding of Certificates to Resource Persons • Awarding of Certificates to Participants	PMT
2:00 PM	Going Home	-

ANNEX B

ADVISORY

VENUE AND DATES

1. The conduct of the **National Orientation on Mental Health Crisis Response and Management (MHCRM) Toolkit** will be held at Davao City (venue to be announced) from **October 21-24, 2025**.

PARTICIPANT INFORMATION

2. The costs of the board and lodging of the participants shall be charged against BLSS-SHD FY 2025 LSP Current Funds. Meanwhile, participants' transportation expenses were downloaded to respective regional offices. Regional Offices are requested to augment funds in case of deficiencies and shortages and may be charged to LSP PSF or local funds subject to the usual accounting and auditing rules and regulations.
3. The program management team does not allow substitution of participants. Only the participants who submitted their confirmation through the registration form will be allowed to join the activity.
4. Strict attendance in all sessions is required. Certificate of Appearance and Certificate of Participation will be given at the end of the training after the accomplishment of the post evaluation form.
5. For the conduct of the aforementioned activities that will fall on weekends and holidays, the Regional Office and/or Schools Division Office is requested to provide Compensatory Time-Off (CTO) to the participants to compensate for time rendered that is supposed to be for personal use and rest.

LOGISTICS AND ACCOMMODATION

6. Standard check-in time will be at 1:00 PM on October 21, 2025. Check-out will be at 12:00 NN on October 24, 2025. Please check your flight schedule to avoid delays, cancellations, and inconvenience.
7. Breakfast, lunch, AM/PM snacks and dinner during training will be provided. The program management team will provide additional information during the event on the exact venues/time where/when will be served. For any dietary restrictions, please inform the program management team.
8. Meals and accommodations are as follows:

MEALS	Day 1	Day 2	Day 3	Day 4
Breakfast		✓	✓	✓
AM Snacks		✓	✓	✓
Lunch	✓	✓	✓	✓
PM Snacks	✓	✓	✓	
Dinner	✓	✓	✓	

9. This is a 4-day live-in training; all participants are expected to attend and complete the whole activity. Participants are expected to bring their clothes and other hygiene kits.
10. All participants must be in good health condition. Do not forget to bring your medicines if you are under medication/treatment. You may also ask for assistance if you are not feeling well, so that the program management team can immediately take action.
11. Participants are advised to bring their respective laptops or other writing devices for the activity. Bringing personal outlet extension is highly encouraged.