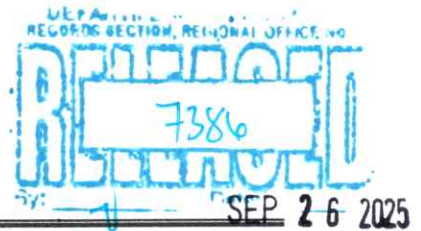




Republic of the Philippines  
**Department of Education**  
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

September 23, 2025

**REGIONAL MEMORANDUM**  
ESSD-2025- 511

**NATIONAL ORIENTATION ON THE MENTAL HEALTH CRISIS RESPONSE  
AND MANAGEMENT TOOLKIT**

To: **Asst. Regional Director**  
**Schools Division Superintendents**  
Zamboanga City  
This Region

1. The Bureau of Learner Support Services-School Health Division School Mental Health Program shall conduct the **National Orientation on the Mental Health Crisis Response and Management Toolkit** on **October 21-24, 2025** at **Davao City**.
2. Attached is the **Annex A** for the **List of Participants**
3. Accommodation and meals will be provided for the activity. Meals will begin with lunch on Day 1 and the last meal to be served is lunch on the last day of the activity.
4. Travel and other incidental expenses of participants shall be charged against School Mental Health Program Support Funds and/or local funds, subject to the usual accounting and auditing rules and regulations.
5. For more clarification, you may contact Sheila Rose B. Apiag, Chief ESSD through mobile number 0919-3529-158 or to Shulamite Grace A. Blanco with mobile number 0951-1628-383
6. For the information, guidance and compliance of all concerned.

  
**RUTH L. FUENTES, CESO III**  
Regional Director

Legaspi Ruth Fuentes  
CN=Legaspi Ruth Fuentes  
SERIALNUMBER=  
012BN0045dcS, O=Deped  
Regional Office IX, C=PH

ESSD/SRBA/sgab/RM  
118/September 23, 2025



Republic of the Philippines  
**Department of Education**  
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

**ANNEX A**

**List of Participants**

	<b>Name</b>	<b>Program</b>	<b>Gender</b>
<b>Regional Office</b>	Shulamite Grace Amores	SMHP alternate	Female
	Leila CS. Enriquez	LRP focal	Female
	Melvin O. Maghuyop	TA II- SMHP	Male
<b>SDO- Zamboanga City</b>	Harold Tan Antes	School-Based Guidance Counselor	Male



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2025-\_-\_-**

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 (MHCRM)**. The MHCRM 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 MHCRM, 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-MHCRM-toolkit-Batch-I> 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](mailto:blss.shd@deped.gov.ph).



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## ANNEX A

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

TIME	ACTIVITY	PERSON/OFFICE RESPONSIBLE
<b>October 21 – Day 1</b>		
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 <ul style="list-style-type: none"> <li>• Preliminaries</li> <li>• Welcome Remarks</li> <li>• Introduction of the participants</li> <li>• Presentation of Indicative Program of Activities</li> <li>• Introduction of School Mental Health Program</li> <li>• Introduction of Mental Health Crisis Response and Management (MHCRM)</li> </ul>	PMT
2:30 PM – 3:30 PM	<b>ORIENTATION</b> 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	
<b>October 22 – Day 2</b>		
8:00 AM – 8:30 AM	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>	PMT
8:30 AM – 10:00 AM	<b>SESSION 1</b> Introduction to Mental Health Crises	PMT
10:00 AM – 10:30 AM	Health Break	-
10:30 AM – 12:00 PM	<b>SESSION 2.5</b> 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	<b>SESSION 2.5</b> 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	<b>SESSION 3</b> Practice drills.	Resource person
4:30 PM – 5:00 PM	End-of-day Evaluation and Clearing House / Other Reminders	PMT
<b>October 23 – Day 3</b>		
8:00 AM – 8:30 AM	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>	PMT
8:30 AM – 9:30 AM	<b>SESSION 4</b> Presentation of the Mental Health Crisis Response Framework	Resource Person
9:30 AM – 10:00 AM	Health Break	-
10:00 AM – 12:00 PM	<b>SESSION 5.5</b> Introduction to the Mental Health Crisis Response Mechanism	Resource Person
12:00 PM – 1:00 PM	Lunch Break	-
1:00 PM – 2:30 PM	<b>SESSION 5.5</b> Continuation on the Mental Health Crisis Response Mechanism	Resource Person
2:30 PM – 3:00 PM	Health Break	-
3:00 PM – 4:30 PM	<b>SESSION 6</b> 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
<b>October 24 – Day 4</b>		
8:30 AM – 9:00 AM	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>	PMT
9:00 AM – 10:00 AM	<b>SESSION 7</b> Legal and Ethical Considerations and Toolkit Appendices	Resource Person
10:00 AM – 10:30 AM	Health Break	-
10:30 AM – 12:00 AM	<b>SESSION 8</b> 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 <ul style="list-style-type: none"> <li>• Awarding of Certificates to Resource Persons</li> <li>• Awarding of Certificates to Participants</li> </ul>	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.