



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

January 15, 2026

REGIONAL MEMORANDUM
ESSD-2026- **69**

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 1240 s. 2025 RE:
NATIONAL ORIENTATION ON THE MENTAL HEALTH CRISIS RESPONSE AND
MANAGEMENT TOOLKIT**

To: Schools Division Superintendents } Tacloban City
Public Elementary and Secondary School Heads
All Others Concerned

1. With reference to Memorandum No. 1240 and BLSS Advisory dated January 7, 2026, this Office, through the Education Support Services Division – School Health and Nutrition Unit (ESSD-SHNU), announces the change of schedule for the **National Orientation on the Mental Health Crisis Response and Management Toolkit** from **October 21-24, 2025, to January 27-30, 2026, at World Palace Business Center, Davao City.**
2. Travel expenses, including rebooking fees and the purchase of new tickets due to changes in event dates, shall be lodged under the downloaded travel fund, and fund deficiencies and shortages can be charged against Learner Support Program-Program Support Fund and/or local funds subject to the usual accounting and auditing rules and regulations.
3. All other provisions of Regional Memorandum No. 1240 s. 2025 that are consistent with this issuance remain in effect.
4. For further queries and concerns, contact the ESSD-SHNU through Dr. Angelica C. Rodriguez at **schoolhealth.region8@deped.gov.ph**.
5. For immediate dissemination of and compliance with this memorandum are desired.

RONEL AL K. FIRMO CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosures: As stated

References: As stated

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

CRISIS RESPONSE

MENTAL HEALTH

ESSD-SHNS-KJMC



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph





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

OFFICE OF THE DIRECTOR

ADVISORY

January 7, 2026

In reference to the OUOPS Memorandum No. DM-OUOPS-2025-08-04123 (**Annex A**), this Office, through the School Health Division, hereby informs concerned offices and participants of the change in the date and the venue (**Annex B**) of the **Conduct of the National Orientation on the Mental Health Crisis Response and Management Toolkit**. The activity will now be held at the **World Palace Business Center, Davao City**, from **January 27 to 30, 2026**.

PARTICIPANT INFORMATION

1. 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 (**Annex C**).
2. Strict attendance in all sessions is required. Certificate of Appearance and Certificate of Participation will be given at the end of the activity after the completion of the evaluation form.
3. For the conduct of 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

4. Standard check-in time will be at 2:00 PM on January 27, 2026. Check-out will be at 12:00 NN on January 30, 2026. Please check your flight schedule to avoid delays, cancellations, and inconvenience.
5. 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 the meals and snacks will be served. For any dietary restrictions, please inform the program management team.
6. Meals and accommodations are as follows:

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

7. 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.
8. All attendees must be in **good healthcondition**. Do not forget to **bring your medicines** if you are under medication/treatment. You may also ask for assistance if

D4526



3F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 8635-3763, 8636-3602, 8637-8422 | Email Address: blss.od@deped.gov.ph

you are not feeling well, so that the program management team can immediately take action.

9. Bringing respective **laptops** or other **writing devices** and **personal outlet extension** for the activity is encouraged.

CHARGING OF EXPENSES

10. Those who will need to stay after January 30 may coordinate directly with World Palace Business Center. For concern and inquiries, you may contact them at **0945-700-6203/0943-129-8741** or via Facebook page <https://www.facebook.com/worldpalace.hotelandbar/>
11. Transportation and other related expenses may be charged to the downloaded Program Support Funds for Learner Support Program (LSP-PSF) - School Mental Health Program (SMHP) of the respective Offices, subject to the usual accounting, budgeting, and auditing rules and regulations.
12. Offices concerned are requested to augment funds should the allocation from LSP PSF prove insufficient.
13. For questions and further clarifications, please contact BLSS-School Health Division on telephone number **(02) 8632-9935** or via email at blss.shd@deped.gov.ph.

ATTACHMENTS

1. OUOPS memorandum DM-OUOPS-2025-08-04123 (Annex A)
2. Signed Change of Date (Annex B)
3. List of Participants (Annex C)
4. Indicative program (Annex D)


DR. MIGUEL ANGELO S. MANTARING
Director IV, Bureau of Learner Support Services

D4526



3F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City
Telephone No.: (02) 632-9935; (02) 8635-3763 | Email Address: blss.od@deped.gov.ph



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 (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://aizyud.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.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos. (02) 8633-5313, (02) 8631-8492
Email Address: ouops@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03/23/23	Page	1 of 2






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

OFFICE OF THE DIRECTOR

MEMORANDUM

FOR : **MALCOLM S. GARMA**
Undersecretary for Governance and Operations

THROUGH : 
GEORGINA ANN H. YANG
Assistant Secretary for Operations
Officer-in-Charge, BLSS

SUBJECT : **REQUEST FOR AUTHORITY TO CHANGE THE DATE AND VENUE OF THE CONDUCT OF THE NATIONAL ORIENTATION ON MENTAL HEALTH CRISIS RESPONSE AND MANAGEMENT TOOLKIT**

DATE : October 17, 2025

Authority is hereby requested to change the date and venue of the **Conduct of the National Orientation on Mental Health Crisis Response and Management Toolkit**, as follows:

FROM	TO
October 21-24 2025 Region XI - Davao City	January 27-30, 2026 Region XI - Within Davao

Despite efforts to secure an appropriate location, no venue was available on the intended dates that meets the logistical and capacity requirements necessary to ensure the success and effectiveness of the orientation. Rescheduling will allow sufficient time to secure a proper venue and ensure a conducive environment for all participants.

In addition, there have been reports of damages to facilities caused by the recent 7.6 magnitude earthquake that struck Davao on October 10, 2025 and its aftershocks. To ensure the safety and well-being of all participants, and to allow time for the assessment of the affected establishments and necessary repairs, rescheduling the activity is deemed necessary.

Attached is a copy of the approved Activity Request for ready reference.

For the consideration of the Honorable Undersecretary.

[BLSS-SHD/JAA]



Annex C

In reference to the *OUOPS memorandum DM-OUOPS-2025-08-04123*, below are the names of the official participants for the upcoming **National Orientation on Mental Health Crisis Response and Management Toolkit on January 27-30, 2026**

	NAME	REGION/OFFICE
1	Amante C. Ofiana Jr.	Region I
2	Elmer P. Sabado	
3	Jose Ritchie B. Perez	
4	Geneva D. Anies	
5	Dr. Mae Lavern M. Sibayan-Oriña	
6	Almira Marie V. Cabulay	Region II
7	Emilito S. Pascual	
8	Kae Kryzzi C. Paragas-Mamba	
9	Rhianne C. Natividad	
10	Romeo A. Palattao	
11	Ginno Jhep A. Pacquing	Region III
12	Jose Ezra D. Rostrata	
13	Jewel Richelle L. Soliman	
14	Albert A. Manlutac	
15	Airene P. Dayrit	
16	Michaela Mae H. Formalejo	Region IV-A
16	Pearl Oliveth S. Intia	
17	Justiniano N. Celeste	
18	Lea Imelda E. Ibayan	
19	Rochelle May Nisola	
20	Maria Anna Irene San	MIMAROPA
21	Hannah R. Pacija	
22	Lolaine B. Bagsic	
23	Floyd A. Socrates	
24	Jo Anne N. Manjares	
25	Jerome B. Bino Jr.	Region V
26	Sylver Rose Nile S. Olicia	
27	Israel F. Parra	
28	Marites C. Basilla	
29	Maria Cristina G. Baroso	
30	TA SMHP Focal	Region VI
31	LRP focal	
32	DRR focal	
33	Regional MO SMHP focal	
34	NIR focal	
35	Mary Joy C. Cañete	Region VII
36	Rogelio John D. Villamor Jr.	
37	Sueden S. Lanje	
38	Ranilo E. Edar	
39	NIR Focal	
40	Mary Jean A. Hidalgo	Region VIII

41	Kristel Jane Marie Cotejar	Region IX
42	Eden A. Dadap	
43	Penelope L. Solis	
44	Dr. Angelica C. Rodriguez	
45	Shulamite Grace L. Amores	
46	Kathlenn Grace F. Baguio	
47	Leila S. Enriquez	
48	Alexis Jane R. Adan	
49	Harold T. Antes	Region X
50	Joan B. Cañeda	
51	Lee Nemson T. Edillon	
52	Mell Heiston R. Genson	
53	Myra G Yee	
54	Niño B. Asa	Region XI
55	Rhea Amor P. Lara	
56	Bonifacio Jr. V. Amit	
57	Stephen Mark T. Castres	
58	Melecare M. Carrillo	
59	David Cabañas Cataytay	Region XII
60	Edelyn Grace A. Jamila	
61	Kem B. Gulmatico	
62	Margareth Mikaela C. Lasam	
63	Jann Earl Wendell J. Lope	
64	Joannie Avbegail V. Apud	CARAGA
65	Herlyn D. Asis	
66	Leah Ellen V. Yaoyao	
67	Charlestone A. Otaza	
68	Giro Paolo Misael Almendralejo	
69	Megnon P. Beldad	NCR
70	Alberto D. Villamor	
71	Lorena Maria D. Castillo	
72	Connie P. Gepanayao	
73	Aries M. Arboladura	
74	Louise Ivy D. Millona	CAR
75	Dalton S. Teliao	
76	Raymond S. Damoslog	
77	Ly Shema A. Nebalasca	
78	Menchie P. Gamongan	
79	Brenda C. Matias	BARMM
80	DRRM Coordinator	
81	Normaleah M. Guro	
82	Hayanisah B. Bantuas	Central Office
83	LRPD Representative	
84	DRRMS Representative	

Annex D

TIME	ACTIVITY	PERSON/OFFICE RESPONSIBLE
Day 1 – January 27		
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"> • 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	
Day 2 – January 28		
8:00 AM – 8:30 AM	Management of Learning <ul style="list-style-type: none"> • 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
Day 3 – January 29		
8:00 AM – 8:30 AM	Management of Learning <ul style="list-style-type: none"> • 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
Day 4 – January 30		
8:00 AM – 8:30 AM	Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms 	PMT
8:30 AM – 9:30 AM	SESSION 7 Legal and Ethical Considerations and Toolkit Appendices	Resource Person
9:30 AM – 10:00 AM	Health Break	-
10:30 AM – 12:00 PM	SESSION 8 <ul style="list-style-type: none"> • Discussion on how-to-cascade • summative post-test • Action Planning. 	Resource Person
12:00 PM – 1:00 PM	Lunch Break	-
1:00 PM – 2:00 PM	Closing Program <ul style="list-style-type: none"> • Awarding of Certificates to Resource Persons • Awarding of Certificates to Participants 	PMT
2:00 PM	Going Home	-



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

September 24, 2025

REGIONAL MEMORANDUM

ESSD-2025- **1240**

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

To: Schools Division Superintendents } Tacloban City Division
Public Elementary and Secondary School Heads
All Others Concerned

1. With reference to Memorandum DM-OUOPS-2025-08-04123, this Office, through the Education Support Services Division – School Health and Nutrition Unit (ESSD-SHNU), announces the participants for the **National Orientation on the Mental Health Crisis Response and Management Toolkit** on **October 21-24, 2025**, at **Davao City** are as follows:

- Dr. Angelica C. Rodriguez – Medical Officer IV, DepEd Region VIII
- Kristel Jane Marie Cotejar – Technical Assistant II, DepEd Region VIII
- Mary Jean Hidalgo – Guidance Counselor, Tacloban City Division
- Penelope L. Solis – Administrative II, DepEd Region VIII
- Eden Dadap – Project Development Officer IV, DepEd Region VIII

2. Travel expenses shall be lodged under the downloaded travel fund and in case of deficiencies and shortages can be charged to LSP PSF or local funds subject to the usual accounting and auditing rules and regulations.

3. For further queries and concerns, please contact the ESSD-SHNU through Dr. Angelica C. Rodriguez at **schoolhealth.region8@deped.gov.ph**.

4. For immediate dissemination and compliance.



RONEL AL K. FIRMO CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosures: As stated

References: As stated

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

HEALTH SCREENING VISION

ESSD-SHNS-KJMC



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph





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. Hombrebuena**, 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.



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: ouops@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	03.23.23	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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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

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.

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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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	✓	✓	✓	