



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANA DEL NORTE



March 3, 2025

DIVISION MEMORANDUM

No. 132, s. 2025

Mental Health and Psychosocial Support for Non-Teaching Personnel

To: Assistant Schools Division Superintendent
Chief – Curriculum Implementation Division
Chief – Schools Governance and Operations Division
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Division Human Resource Development Section, enjoins the following to attend the activity as mentioned above:

| | | |
|----|----------------------------------|---------------------|
| 1 | Camiguing, Jocelyn R. | LIBRARIAN |
| 2 | Sayre, Myles M. | PDO II |
| 3 | Fabionar, Audrey A. | GC III |
| 4 | Daloyon, Beverly M. | GC III |
| 5 | Macasimpan, Nor-Janah G. | ENGINEER III |
| 6 | Intong, Jennifer R. | SEPS |
| 7 | Sobere, Celia C. | DENTIST |
| 8 | Cabahug, Lady Ann L. | PLANNING OFFICER II |
| 9 | Pangasian, Jovanny M. | EPS II |
| 10 | Putis, Katherine Gay A. | NURSE |
| 11 | Samaniego, Dryden Klee A. | NURSE |
| 12 | Mapandi, Phoebe Jean S. | NURSE |
| 13 | Ebol, Kim Rose S. | NURSE |
| 14 | Domato, Patre Raiffah A. | NURSE |
| 15 | Cabasis, Dimple G. | PDO II |
| 16 | Baclayon, Marie Lorraine A. | PDO I |
| 17 | Jerusalem, Marielle Monchilou G. | PDO I |
| 18 | HADJI AMER, AMENODIN U. | ENGINEER III |
| 19 | Tuastomban, Maelene B. | NURSE |
| 20 | Mamad, Hedaya A. | NURSE |
| 21 | Oyog, Claire Shenna May M. | NURSE |
| 22 | Sulay, Merly G. | NURSE |
| 23 | Villabona, Learni Mae R. | NURSE |
| 24 | Bongaros, Mohammad Yasser J. | NURSE |



Address: DepEd-Division of Lanao del Norte, Pigcarangan, Tubod, Lanao del Norte
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| 25 | Damayo, Jasper L. | NURSE |
| 26 | Dimpas, Greg B. | NURSE |
| 27 | Ebarola, Jeanette A. | NURSE |
| 28 | Maba, Nihaya C. | NURSE |
| 29 | Macapobre, Jed Christian P. | NURSE |
| 30 | Nacario, Monina T. | NURSE |
| 31 | Sultan, Raisa B. | NURSE |
| 32 | Pamanay, Aleth Marie G. | NURSE |
| 33 | Claudette B. Rabago | NURSE |
| 34 | Hope Earl C. Balogtod | NURSE |
| 35 | Rosie G. Alcesto | NURSE |
| 36 | Faisah B. Umpa | NURSE |
| 37 | Aljen Davy Jones D. Alvarado | NURSE |
| 38 | Norhayna N. Andog | NURSE |
| 39 | Palagawad, Sarah A. | PDO I |
| 40 | Pondiong, Anifah R. | PDO I |
| 41 | Bantuas, Adawiya G. | PDO I |
| 42 | Abdul Rahim, Jhorhan S. | PDO I |
| 43 | Hadji Abdulrahman, Aisah M. | PDO I |
| 44 | Camar, Jehan A. | PDO I |
| 45 | Sanggacala, Alaysa D. | PDO I |
| 46 | Madid, Junairah M. | PDO I |
| 47 | Radiya, Naimah A. | PDO I |
| 48 | Quilab, Marjorie Ann L. | PDO I |
| 49 | Tabalbag, Daryl Hanna B. | PDO I |

2. The official venue of the Mental Health and Psychosocial Support for Non-Teaching Personnel training shall be at **EVERGREEN FUNCTION HALL, Esperanza, Bacolod, Lanao del Norte** on **March 11-12, 2025** at 8:00 in the morning.

3. The training is aimed to:

- promote mental health awareness and raise awareness about mental health and stress management among non-teaching staff;
- build supportive networks, establish peer support groups, and create avenues for communication to reduce isolation and promote mutual support;
- foster a positive work environment and encourage a workplace culture where mental health is prioritized, stigma is reduced, and employees feel valued and supported.



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4. Participants are required to pre-register at <https://tinyurl.com/mentalhealthNT>. This is a live-in activity. The first meal to be served is the morning snacks on March 11, 2025, and the last is the afternoon snacks on March 12, 2025. Accommodation, meals, snacks, and materials for the training are charged to Organizational and Professional Development for Non-school/Learning Center Personnel (OSEC-10-24-5628) while travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing policies, rules, and regulations. ***THIS MEMORANDUM SHALL ALSO SERVE AS TRAVEL ORDER.***
5. Attached is the Activity Matrix of the training for reference.
6. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination and strict compliance of this Memorandum is directed.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Encl: As stated

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

Training Mental Health and Psychosocial Support
Non-Teaching Personnel Division

HRD/JRI



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Mental Health and Psychosocial Support for Non-Teaching Personnel
 March 11-12, 2025
 Evergreen Garden, Esperanza, Bacolod, Lanao del Norte

Matrix of Activities

| TIME | ACTIVITY | RESOURCE PERSON |
|-------------------|--|--|
| DAY 1 | | |
| 7:30am – 8:00am | Attendance | Facilitator |
| 8:00am – 8:15am | Preliminaries | Facilitator |
| 8:15am – 8:30am | Checking of Attendance | Facilitator |
| 8:30am – 8:50am | Opening Remarks | Maria Carmela T. Ablin, EdD Chief – SGOD |
| 8:50am – 9:15am | Message | Edwin R. Maribojoc, CESO V Schools Division Superintendent |
| 9:15am – 11:15am | MORAL VALUES IDENTIFICATION | Audrey A. Fabionar, RGC Marie Lorraine A. Baclayon, PDO I |
| 11:15am – 12:00nn | INDIVIDUAL MEDITATION | |
| 12:00nn – 1:00pm | LUNCH BREAK | |
| 1:00pm – 1:15pm | UNFREEZING | |
| 1:15pm – 3:00pm | REVISITING THE INNER SELF TO ADDRESS STRESS | Phoebe Jean S. Mapandi, RN Maelene B. Tuastomban, RN |
| 3:00pm – 3:15pm | Coffee Break | |
| 3:15pm – 4:30pm | OPEN FORUM AND INDIVIDUAL MEDITATION | |
| 4:30pm – 5:00pm | Q&A | |
| DAY 2 | | |
| 7:30am – 8:00am | Attendance | Facilitator |
| 8:00am – 8:15am | PRELIMINARIES | Facilitator |
| 8:15am – 8:30am | Morning Recap | Facilitator |
| 8:30am – 8:35am | Energizer | Facilitator |
| 8:35am – 10:00am | Mental Wellness Check-in the Workplace | Jennifer R. Intong, SEPS Audrey A. Fabionar, RGC |
| 10:00am – 10:30am | Coffee Break | |
| 10:30am – 12:00nn | STRESS MANAGEMENT | Audrey A. Fabionar, RGC |
| 12:00nn – 1:00pm | LUNCH BREAK | |
| 1:00pm – 1:15pm | UNFREEZING | |
| 1:15pm – 3:00pm | WORKSHOP ON STRESS MANAGEMENT | Audrey A. Fabionar, RGC Marie Lorraine A. Baclayon, PDO I |
| 3:00pm – 3:30pm | HEALTH BREAK | |
| 3:30 – 4:30 | PRESENTATION OF OUTPUTS | |
| 4:30 – 5:00 | Q&A | |



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