Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 15, 2025

DIVISION MEMORANDUM
No. 490, s. 2025

CONDUCT OF CAPACITY BUILDING ON PSYCHOLOGICAL FIRST AID

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors, Principals-In-Charge of the District, Head Teacher-in-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary/Integrated/Secondary Schools
District DRRM Coordinators
District Youth Formation Coordinators
District LRP Coordinators
All Others Concerned

1. In line with Republic Act No. 10121 (Philippine Disaster Risk Reduction and Management Act of 2010) and the mandate of the Disaster Risk Reduction and Management Service (DRRMS) to promote the resilience and well-being of learners and personnel, this Office will conduct a **Capacity Building on Psychological First Aid (PFA)** on **September 19–23, 2025**, at **Boracay Tropics Hotel, Boracay Island, Malay, Aklan**. This initiative also supports the Department's thrust under the Comprehensive School Safety Framework and Child Protection Policy, recognizing the vital roles of DepEd Nurses, Registered Guidance Counselors (RGCs), DRRM Coordinators, Youth Formation Coordinators, and Learner Rights and Protection Coordinators in advancing mental health, psychosocial support, and learner protection.

2. This capacity building aims to:
   a. To equip participants with essential knowledge and skills on Psychological First Aid (PFA).
   b. To strengthen the division's pool of trained PFA providers.

3. All participants must pre-register and confirm their attendance using the link **https://forms.office.com/r/7f4Srh5yK6** no later than September 17, 2025. Late registration is strictly not encouraged as this may affect the event logistics preparations.

4. **A walkthrough on September 18, 2025** will be conducted on the same venue for the Resource Speakers and Technical Working Group (TWG).

5. Please refer to the following enclosures:

   a. Enclosure No. 1: Training Matrix
   b. Enclosure No. 2: Technical Working Group

6. All expenses relative to this activity shall be charged against DRRM downloaded fund, School Maintenance and Other Operating Expenses (MOOE), local funds or other available funds subject to the usual accounting and auditing rules and regulations.

7. The participants are entitled to Service Credits for their services rendered during weekend but not to exceed 15 days per year in accordance with DO. No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to teachers. On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) for their services rendered during weekends and holidays as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.

8. Widest dissemination of and compliance with this Memorandum is desired.

FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

TRAINING **PROGRAM** **WORKSHOP**

MATG/ddt

Enclosure No. 1 to Division Memo No. 490 s. 2025

Training Matrix

DAY 1- SEPT. 19, 2025			
DATE/TIME	**NO. OF MINUTE PER SESSION**	**TOPIC/ACTIVITY**	**FACILITATOR/RESOURCE SPEAKER**
8:00-12:00		Arrival of Participants	PMT
12:00-1:00		LUNCH BREAK	
1:00-1:30	30MIN	Preliminaries National Anthem Prayer Aklan Hymn	Pre-recorded Video
1:30-2:00	30MIN	Welcome Message	**Feliciano C. Buenafe Jr., CESO VI** *Schools Division Superintendent*
		Message of Support	**Michael T. Rapiz** Chief Education Supervisor
		House Rules	**John C. Marciales** *Education Program Specialist II*
		Presentation of Participants	**Danica Joy M. Llanza** *Administrative Officer II*
		Statement of Purpose	**Niño Sean Axl T. Morales** *Project Development Officer I*
2:00-3:00	1 HR	**MENTAL HEALTH AND STRESS IN THE WORKPLACE**	**Arbie T. Aspiras** **Nurse I**
3:00-3:15	15MIN	HEALTH BREAK	
3:15-4:00	1 HR AND 45 MIN	**COUNSELLING APPROACH FOR NON PSYCHIATRIC EMERGENCY AND POST ADMISSION**	**Eufemia H. Umambong, PhD** **School Guidance Counselor Designate**
4:00-5:00	1 HR	SYNTHESIS AND DAY 1 EVALUATION	**Eufemia H. Umambong, PhD** **Arbie T. Aspiras**
End of Day Evaluation			
DAY 2- SEPT 20, 2025			
8:00-8:30	30MIN	Management of Learning	PMT
8:30-10:15	1 HR AND 45 MIN	**PSYCHIATRIC EMERGENCY , SUICIDE PREVENTION, INTERVENTION, AND**	**Athena C. Magdamit, MD** **Municipal Health Officer**

		RESPONSE STRATEGIES	
10:15-10:30	15 MIN	HEALTH BREAK	
10:30-12:00	2 HRS	**PSYCHIATRIC EMERGENCY , SUICIDE PREVENTION, INTERVENTION, AND RESPONSE STRATEGIES CONTINUATION**	**Athena C. Magdamit, MD** **Municipal Health Officer**
12:00-1:00		LUNCH BREAK	
1:00-1:15	15MIN	Warming Up and Unfreezing Activities	
1:15-3:00	1 HR AND 45 MIN	**PSYCHOLOGICAL FIRST AID/MENTAL HEALTH PSYCHOSOCIAL SUPPORT**	**Hazel B. Tayco** **Nurse I**
3:00-3:15		HEALTH BREAK	
3:15-4:00	1 HR AND 45 MIN	**PSYCHOLOGICAL FIRST AID/MENTAL HEALTH PSYCHOSOCIAL SUPPORT CONTINUATION**	**Hazel B. Tayco** **Nurse I**
4:00-5:00	1 HR	SYNTHESIS AND DAY 2 EVALUATION	**Dr. Athena C. Magdamit** **Hazel B. Tayco**
End of Day Evaluation			
DAY 3- SEPT. 21, 2025			
8:00-8:30	30MIN	Management of Learning	PMT
8:30-10:15	1 HR AND 45 MIN	**CORE ACTIONS OF PSYCHOLOGICAL FIRST AID** **LOOK: VALIDATING AND NORMALIZING FEELINGS** *** Tableau** *** Music Art**	**Dr. Elnor T. Luna** **School Principal I** **Division Psychological First Aid Provider**
10:15-10:30	15MIN	HEALTH BREAK	
10:30-12:00	2 HRS	**VALIDATING AND NORMALIZING FEELINGS CONTINUATION** ***Group Sharing**	**Dr. Elnor T. Luna** **School Principal I** **Division Psychological First Aid Provider**
12:00-1:00		LUNCH BREAK	
1:00-1:15	15MIN	Warming Up and Unfreezing Activities	

1:15-3:00	1 HR AND 45 MIN	**LISTEN: CALMING DOWN AND CONTROLLING ONE'S EMOTION** *** Stretching and Breathing Exercise** *** My Playlist**	**Dr. Elnor T. Luna** **School Principal I** **Division Psychological First Aid Provider**
3:00-3:15	15MIN	HEALTH BREAK	
3:15-4:00	1 HR AND 45 MIN	**LINK: IDENTIFYING AND ADDRESSING NEEDS MENTAL HEALTH REFERRAL SYSTEM**	**Dr. Athena C. Magdamit**
4:00-5:00	1 HR	SYNTHESIS AND DAY 3 EVALUATION	**Dr. Elnor T. Luna** **Dr. Athena C. Magdamit**
End of Day Evaluation			
DAY 4- SEPT. 22, 2025			
8:00-8:30	30MIN	Management of Learning	PMT
8:30-10:15	1 HR AND 45 MIN	**SOURCES OF STRENGHT** *** T-Shirt Art** *** Lifeline** *** Crossing the Hurdle** *** Group Sharing**	**Dr. Elnor T. Luna** **School Principal I** **Division Psychological First Aid Provider**
10:15-10:30	15MIN	HEALTH BREAK	
10:30-12:00	2 HRS	**PLANNING FOR SIMULATION**	**Dr. Elnor T. Luna** **School Principal I** **Division Psychological First Aid Provider**
12:00-1:00	1 HR	LUNCH BREAK	
1:00-1:15	15MIN	Warming Up and Unfreezing Activities	
1:15-3:00	1 HR AND 45 MIN	**PFA SIMULATION** ***Group Simulation**	**Dr. Elnor T. Luna** **School Principal I** **Division Psychological First Aid Provider**
3:00-3:15	15MIN	HEALTH BREAK	
3:15-4:00	45 MIN	**PFA SIMULATION CONTINUATION** ***Group Simulation**	**Dr. Elnor T. Luna** **School Principal I** **Division Psychological First Aid Provider**
4:00-5:00	1 HR	SYNTHESIS AND DAY 4 EVALUATION	**Dr. Elnor T. Luna**
End of Day Evaluation			
DAY 5- SEPT. 23, 2025			
8:00-8:30	30MIN	Management of Learning	PMT

8:30-10:15	1 HR AND 45 MIN	**PFA SIMULATION CONTINUATION *Feedbacking**	**Dr. Elnor T. Luna School Principal I Division Psychological First Aid Provider**
10:15-10:30	15MIN	HEALTH BREAK	
10:30-12:00	2 HRS	**PFA SYNTHESIS**	**DRRM Staff**
12:00-1:00	1HR	LUNCH BREAK	
1:00-3:00	2 HRS	**CLOSING PROGRAM**	**DRRM Staff**
3:00-3:15	15MIN	HEALTH BREAK	
3:15-5:00	1 HR 45MIN	SYNTHESIS AND DAY 5 EVALUATION	**Dr. Elnor T. Luna DRRM Staff**

Enclosure No. 2 to Division Memo No. 490 s. 2025

CONDUCT OF CAPACITY BUILDING ON PSYCHOLOGICAL FIRST AID

Working Committee

MICHAEL ANGELO T. GARCIA
Project Developer Officer II
Chairperson

Program Committee

CHARLIE I. URETA
Education Program Supervisor

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Senior Education Program Specialist

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