



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

August 13, 2026

DIVISION MEMORANDUM

No. 466 s. 2026

ESTABLISHMENT OF FUNCTIONAL REFERRAL MECHANISM FOR HEALTH AND WELLNESS OF LEARNERS CUM DIVISION ORIENTATION ON THE LEARNER RIGHTS AND PROTECTION STANDARDIZED PROTOCOL IN HANDLING LRP CASES

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, Secondary and Integrated Schools
School Health and Nutrition Section Personnel/SHS Nurses, School-Based Nurses
Registered Guidance Counselor/School LRP Vice Chairpersons
All Others Concerned

1. In line with the Department of Education's commitment to promote the holistic well-being and protection of learners, this office shall establish a Division Functional Referral Mechanism for the health and wellness of learners. The establishment of a functional referral mechanism shall promote the integration of mental health services in educational institutions. It ensures that learners with identified health conditions—whether physical, mental, or psychosocial—are properly assessed, referred, and monitored for appropriate intervention.
2. This initiative on the establishment of functional referral mechanism is anchored on the following legal and policy issuances: DepEd Order No. 28, s. 2018- Policy and Guidelines on Oplan Kalusugan sa DepEd (OK sa DepEd), which calls for convergence and coordination of health, nutrition, and wellness programs in schools; Republic Act No. 11036 (Mental Health Act of 2018), which recognizes the right of every individual to mental health care; DepEd Order No. 40, s. 2012- Child Protection Policy, which requires referral and care systems for learners who are victims or at risk; and DepEd Memorandum No. 50, s. 2025 – Learners' Health Assessment and Screening for School Year 2025-2026, which underscores that health assessment and screening is an integral component of school health and wellness services and shall be coordinated among relevant stakeholders.
3. Relative to this, a workshop shall be conducted on **August 19-20, 2026, 8:00 AM** at **ASJ Hall, Old DepEd Division Office, Kalibo, Aklan.**
4. The Workshop aims to:
 - a. Establish a standardized and functional referral mechanism at division level for learners needing health and psychosocial interventions;
 - b. Define roles and responsibilities of key personnel in receiving, processing, and following up referrals;
 - c. Promote collaboration and linkages among schools, the Division Office, and external and internal health partners;



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- d. Ensure that referrals of cases are timely, appropriate, efficient, and learner-centered; and
 - e. Monitor, evaluate, and periodically improve the referral mechanism to optimize service delivery for learners.
5. Please refer to the following enclosures for the lists of Participants, Activity Matrix, and Program Management Team.
- a. Enclosure No. 1: List of Expected Participants
 - b. Enclosure No. 2: Activity Matrix
 - c. Enclosure No. 3: Program Management Team
6. Travel and other incidental expenses of the participants shall be charged against Division/School MOOE/local funds, all subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance of this Memorandum are desired.

FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent

Enclosure: As stated.
Reference: DepEd Order No. 28, s.2018
Republic Act No. 11036
DepEd Order No. 40, s. 2012
DepEd Memorandum No. 50, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

HEALTH

PROGRAM

TRAINING

RMF/pmc



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Enclosure 1 to Division Memorandum No. 466, s. 2026

LIST OF EXPECTED PARTICIPANTS

Date and Venue	Expected Participants	Total No. of Pax
August 19-20, 2026 ASJ Hall, Old DepEd Division Office, Población, Kalibo, Aklan (0800H-1700H)	School Clinic Focal Persons	42
	Program Management Team	13
	School-Based Nurses	6
	Senior High School Nurses	4
	Division Nurses	4
	TOTAL	69

School Clinic Focal Persons		
DISTRICT	INTEGRATED/ SECONDARY SCHOOLS	ELEMENTARY SCHOOLS
Altavas	1	1
Balete	1	1
Banga	1	1
Batan	1	1
Buruanga	1	1
Ibajay East	2	1
Ibajay West	2	1
Kalibo I	1	1
Kalibo II	1	1
Lezo	1	1
Libacao	2	1
Madalag	2	1
Makato	1	1
Malay	1	1
Malinao	1	1
Nabas	1	1
New Washington	1	1
Numancia	1	1
Tangalan	1	1
TOTAL	42	



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Enclosure 2 to Division Memorandum No. 466, s. 2026

ACTIVITY MATRIX

DAY 1 August 19, 2026 – Wednesday

Time	Activity	Person/s Involved
07:30	Registration	PMT
08:00	Preliminaries	
	Welcome Remarks and Statement of Purpose	PROREILIE M. CONSTANTINO, RPh, RN Nurse II, SGOD Adolescent and Reproductive Health Focal Person
08:30	Motivational Message	MICHAEL T. RAPIZ Chief Education Supervisor, SGOD
	TECHNICAL SESSION 1	
09:00	Introduction to the Technical Session and Resource Speaker	PMT
09:15	“RECORD. REPORT. REFER.: Standardized Protocols in Handling LRP Cases”	MARY HOPE S. CAHILIG, RGC Guidance Counselor III, BVHS School LRP Vice Chairperson
10:15	H E A L T H B R E A K	
	TECHNICAL SESSION 2.1	
10:45	Introduction to the Technical Session and Resource Speaker	PMT
11:00	“THERACOM 1: Therapeutic Communication, Listening with Compassion”	RAYMUND D. SOLIS, MN, RN, LPT Nurse II, SGOD School Mental Health Program Focal Person
12:00	L U N C H	
13:00	GETTING READY FOR MORE (MOL)	PMT
	TECHNICAL SESSION 2.2	
13:30	“THERACOM 2: Therapeutic Communication, Listening with Compassion”	RAYMUND D. SOLIS, MN, RN, LPT Nurse II, SGOD School Mental Health Program Focal Person
	H E A L T H B R E A K	
16:00	REMINDERS	PROREILIE M. CONSTANTINO, RPh, RN Nurse II, SGOD Adolescent and Reproductive Health Focal Person
16:15	Awarding of Certificates for Resource Persons	PMT
E N D O F T H E F I R S T D A Y		



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DAY 2 August 20, 2026 – Thursday

Time	Activity	Person /s Involved
7:30	Registration	PMT
8:00	Preliminaries	
8:30	GETTING READY FOR MORE (MOL)	PMT
	TECHNICAL SESSION 3	
8:50	Introduction to the Technical Session and Resource Speaker	PMT
9:00	“SELFMANCON: Managing the Self, Mastering the Control”	MARY FAITH S. CAHILIG, RGC Guidance Counselor III, ANHSAT School LRP Vice Chairperson
	HEALTH BREAK	
11:00	BUZZ SESSION	MARY FAITH S. CAHILIG, RGC Guidance Counselor III, ANHSAT School LRP Vice Chairperson
12:00	LUNCH	
	GETTING READY FOR MORE (MOL)	PMT
	CLOSING PROGRAM	
13:30	*Manifestation of Synthesis	School Clinic Focal Person
14:30	*Manifestation of Support	School-Based Nurse
16:00	Motivational Message	RHOBY M. FERNANDEZ, M.D. Medical Officer III, SGOD
16:30	Closing Remarks	ALLAN CARLO C. SORIANO Project Development Officer I, SGOD Youth Formation Division Officer, Learner Rights and Protection Division Focal Person
15:00	Awarding of Certificates for Resource Persons	PMT
	END OF THE PROGRAM	



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Enclosure 3 to Division Memorandum No. 466, s. 2026

PROGARM MANAGEMENT TEAM

COMMITTEES		
Committee Chairpersons and Members	Position	Function
Michael T. Rapiz	Chief Education Supervisor, SGOD	Overall Supervision
Resource Persons		
Rhoby M. Fernandez, M.D.	Medical Officer III, SGOD	Chairperson
Raymund D. Solis, MN, RN, LPT	Nurse II	Co-Chairperson
Mary Faith S. Cahilig, RGC	Guidance Counselor III	Member
Mary Hope S. Cahilig, RGC	Guidance Counselor III	Member
Committee on Attendance, Documentation, and Food		
Proreilie M. Constantino, RPh, RN	Adolescent and Reproductive Health - Focal Person, SGOD	Chairperson
Cherry Gay T. Dela Cruz	Technical Assistant I-SBFP	Member
Diana Mae L. Requeja	Technical Assistant I-SBFP	Member
Christopher I. Ingeniero	Administrative Support II-SBFP	Member
Committee on Program		
Allan Carlo C. Soriano	Learner Rights and Protection Division -Focal Person, SGOD	Chairperson
Madel M. Fuentes, RGC	Guidance Counselor III	Host
Kristianne Izabel S. Lauz	Administrative Officer II	Technicals
Anthea Chrizyll T. Soriano	Administrative Officer II	Technicals
TOTAL		13