



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
No. 214 , s. 2025

**PLANNING CONFERENCE & INTRODUCTION TO MENTAL HEALTH &
PSYCHOSOCIAL SUPPORT FOR SDO VIGAN CITY DRRM COORDINATORS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Republic Act No. 11036 known as “Mental Health Act” and the Republic Act No. 10121 known as “National Disaster Risk Reduction and Management Act”, the Schools Division Office of Vigan City shall conduct the Planning Conference and Introduction to Mental Health and Psychosocial Support for DRRM Coordinators at La Jenns Hotel and Resto Grill, Boquig, Bantay, Ilocos Sur on April 28 – 30, 2025.
2. The objectives of this activity are the following:
 - a) Report School DRRM accomplishments and progress monitoring outcomes based on DRRM PPAs reflected on AIP/SIP and other plans;
 - b) Identify and assess their strengths and weaknesses during the implementation of 2024 DRRM PPAs;
 - c) Update the school reports (NSED, RADaR, etc.), plans and other documents necessary to comply with DRRM mandates and standards;
 - d) Establish awareness with the student-led school watching and hazard mapping and enable school DRRM team and student learner organizations to partner with this mandate for the improvement of addressing hazards in the schools; and
 - e) Learn and acquire understanding on the basic concepts of the Mental Health Psychosocial Support specifically on Psychological First Aid.
3. The official participants are the Division Program Management Team and the designated School DRRM Coordinators.
4. The coordinators shall present (PowerPoint, Canva Presentation, etc.) their school accomplishment reports for School Year 2024-2025 alongside the DRRM Action Plan, progress report on the Student-led School Watching and Hazard Mapping and 1st Quarter NSED Report for 2025. In addition, the coordinators shall prepare a draft of their School DRRM Action Plan for S.Y. 2025-2026 based on the Division DRRM Implementation Plan and Action Plan for the calendar year 2025. The activities reflecting integration of DRRM and Youth Formation Programs shall be included in the plans.
5. The schools with no representative due to their attendance at the checking of forms shall present their accomplishment and progress reports at the DRRM Office on May 2 and 5-6, 2025.





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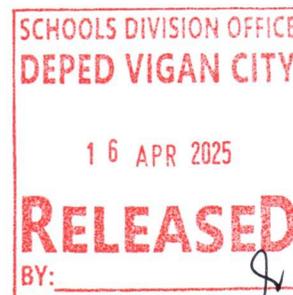
6. The venue rental, meals of participants and other expenses incurred during the conduct of the activity, shall be charged to the DRRM Program Support Fund (Sub-ARO No. ROI-25-0319), subject to the usual accounting and auditing rules and regulations. Representatives from other schools may participate in lieu of unavailable attendees.
7. Attached are the Program Management Team, Program of Activities, and List of School DRRM Coordinators (see Annex A, B and C).
8. This memorandum shall serve as travel order for the participants.
9. For more details please contact the Division DRRM Coordinator- Aphrodite Hope Martinez through this contact number: 09451763768.
10. For information and compliance of all concerned.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl.: As stated
References: RA No. 11036 and RA No. 10121
To be indicated in the Perpetual Index under the following subjects:

CONFERENCE DRRMS MHPSS PROGRAM

SGOD-DRRM/ahem/DM- PLANNING CONFERENCE
& INTRODUCTION TO MENTAL HEALTH & PSYCHOSOCIAL
SUPPORT FOR SDO VIGAN CITY DRRM COORDINATORS
2025-003/April 15, 2025



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Annex B

PROGRAM OF ACTIVITIES			
Time	Activities	Person Responsible	Method
Day 1			
8:00 - 8:15 a.m.	Registration	Secretariat	
8:16 - 8:30 a.m.	OPENING PROGRAM		
	Interfaith Prayer		AVP
	Acknowledgment of Participants	Secretariat	
	Welcome Remarks	Annie D. Pagdilao, EdD, CESO VI Asst. Schools Division Superintendent	
	Message	Vilma D. Eda, CESO V Schools Division Superintendent	
	Statement of Purpose	Aphrodite Hope E. Martinez PDO II - DRRM	
8:31 - 10:00 a.m.	Conduct of Pre-Test Presentation of DRRM Accomplishments (Division level) Identifying gaps, weaknesses and strengths Division DRRM Implementation Plan CY 2025	Aphrodite Hope E. Martinez PDO II - DRRM	Interactive lecture Activity
10:01 - 10:15 a.m.	Health Break		
10:16 - 12:00 n.n.	Presentation of School DRRM Team, School Updates, Accomplishments and other reports	Aphrodite Hope E. Martinez PDO II - DRRM and School DRRM Coordinators	Individual and Group Activity Interactive sharing/reporting
12:01 - 1:00 p.m.	Lunch Break		
1:01 - 1:15 p.m.	Management of Learning	Assigned DRRM Coordinators	Recapitulation Ice breaker



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1:16 – 2:00 p.m.	Continuation of the Presentation of School DRRM Team, School Updates, Accomplishments and other reports	and School DRRM Coordinators	Individual and Group Activity Interactive sharing/reporting
2:01 – 2:30 p.m.	Integrating DRRM and Learner Governance	Aphrodite Hope E. Martinez PDO II - DRRM	Interactive lecture
2:31 - 3:30 p.m.	Workshop on School DRRM (Action) Plan for SY 2025-2026	School DRRM Coordinators	Workshop
3:31 – 4:30 p.m.	Presentation of Outputs	School DRRM Coordinators	Interactive sharing/reporting
4:31-5:00 p.m.	Reminders for Day 2 Conference Evaluation through online link Consolidation of reports (soft copy) Closing Prayer	Aphrodite Hope E. Martinez PDO II – DRRM and School DRRM Coordinators	

Time	Activities	Person Responsible	Method
Day 2			
8:00-8:15 a.m.	Management of Learning	Assigned DRRM Coordinators	Prayer Recapitulation Ice breaker
8:16 – 09:00 a.m.	Activity on Student-led School watching and Hazard Mapping And Discussion on the Comprehensive School Safety Monitoring Tool	Aphrodite Hope E. Martinez PDO II - DRRM	Interactive lecture
09:01 - 09:15 a.m.	Health Break		
09:16 – 12:00 n.n.	Introduction to Mental Health and Psychosocial Support (MHPSS) during Crisis, Emergencies and Disasters	Mr. Lester Aldrine Rayray, Nurse III and Mr. Honey Pearl “Pepe” Tabieros, Nurse II Provincial Health Office	Interactive lecture



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	Module 1. Disaster and Emergencies: Impact on Individuals, Families and Communities Module 2. MHPSS Framework: Concepts and Policies		
12:01 – 1:00 p.m.	Lunch Break		
1:01 – 1:15 p.m.	Management of Learning	Assigned DRRM Coordinators	Recapitulation Ice breaker
1:16 – 3:00 p.m.	Application of Learning	Mr. Lester Aldrine Rayray, Nurse III and Mr. Honey Pearl “Pepe” Tabieros, Nurse II Provincial Health Office	Individual and Group Activity
3:01-3:15 p.m.	Health Break		
3:16 – 4:45 p.m.	Module 3. Wellbeing, Individual and Family Assessment and Referral System	Mr. Lester Aldrine Rayray, Nurse III and Mr. Honey Pearl “Pepe” Tabieros, Nurse II Provincial Health Office	Interactive lecture
4:46 - 5:00 p.m.	Evaluation through online link Closing Prayer		

Time	Activities	Person Responsible	Method
Day 3			
8:00-8:30 a.m.	Management of Learning	Assigned DRRM Coordinators	Prayer Recapitulation Ice breaker
8:31 – 10:00 a.m.	Module 4. MHPSS Interventions	Mr. Lester Aldrine Rayray, Nurse III and Mr. Honey Pearl “Pepe” Tabieros, Nurse II Provincial Health Office	Interactive lecture Group Activity



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10:01 - 10:15 a.m.	Health Break		Working Break
10:16 – 12:00 n.n.	Elective Module. Introduction to Psychosocial Support Processing and Psychological First Aid	Mr. Lester Aldrine Rayray, Nurse III and Mr. Honey Pearl “Pepe” Tabieros, Nurse II Provincial Health Office	Interactive lecture
12:01 – 1:00 p.m.	Lunch Break		
1:01 – 1:15 p.m.	Management of Learning	Assigned DRRM Coordinators	Recapitulation Ice breaker
1:16 p.m. – 4:30 p.m.	Team Building Activity for DRRM Coordinators Conduct of Post Test		
4:31 – 5:00 p.m.	Closing Program Message Pledge of Commitment Evaluation Link Closing Prayer	Rodrigo Q. Reyes, Jr. CES – SGOD All participants	
END			

Prepared by:

ahmartinez
APHRODITE HOPE E. MARTINEZ
 PDO II – DRRM

Noted by:

RQ
RODRIGO Q. REYES, JR.
 CHIEF EDUCATION SUPERVISOR, SGOD

Approved by:

VILMA D. EDA, CESO V
 Schools Division Superintendent



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Annex A

Program Management Team

NO.	NAME	Role
1	Vilma D. Eda, CESO V	Consultant
2	Annie D. Pagdilao, EdD, CESO VI	Consultant
3	Rodrigo Q. Reyes, Jr.	Assistant Consultant
4	Aphrodite Hope E. Martinez	Program Manager
5	Grace Castañeda	QAME Coordinator
6	Laurie Angela M. Agati	Documenter/Secretariat
7	Ma. Korynne P. Taborda	Welfare Officer
8	Lester Aldrine Rayray, Nurse III	Resource Speaker
9	Honey Pearl "Pepe" Tabieros, Nurse II	Resource Speaker



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Annex C

List of School DRRM Coordinators

NO.	NAME	POSITION
1	AYUSAN PAOA ELEMENTARY SCHOOL	GLOIDA D. RECLUSADO
2	BULALA PARATONG ELEMENTARY SCHOOL	MA. ANGELICA A. TABERNA
3	BURGOS MEMORIAL SCHOOL WEST	LEILA C. PACPACO
4	CABAROAN-CABALANGEGAN ELEMENTARY SCHOOL	CHARMAINE G. ALINIO
5	CAMANGAAN ELEMENTARY SCHOOL	JESSA MAE A. PIANO
6	CAPANGPANGAN ELEMENTARY SCHOOL	KATRINE R. ARCE
7	GOVERNOR EVARISTO SINGSON II MEMORIAL SCHOOL, SALINDEG, PONG-OL, BARACCA ELEMENTARY SCHOOL	ANALYN ROSE S. AZADA
8	JOSE SINGSON ELEMENTARY SCHOOL	JANNE ARMIE D. ADRIATICO
9	MINDORO ELEMENTARY SCHOOL	KAREN CERENO
10	PANTAY INTEGRATED SCHOOL	JANNE ARMIE D. ADRIATICO
11	RUGSUANAN-PUROC ELEMENTARY SCHOOL, SAN JULIAN ELEMENTARY SCHOOL	DENNIS AGUIMBAG
12	TAMAG ELEMENTARY SCHOOL	ALMA INAMORATA A. NEBAB
13	VIGAN CENTRAL SCHOOL	MARK LINN T. RICOTOSO
14	ILOCOS SUR NATIONAL HIGH SCHOOL	DEUS JOHN Q. MOLINA
15	VIGAN NATIONAL HIGH SCHOOL EAST	JOMAR A. SAEM
16	VIGAN NATIONAL HIGH SCHOOL WEST	JANINE AUSTINE O. RAFANAN



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