



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

08 JUN 2026

DIVISION ORDER

No. 5 ____, s. 2026

2605-1324

**ESTABLISHMENT OF MENTAL HEALTH AND WELL-BEING OFFICE
IN DEPED VIGAN CITY AND CARE CENTERS IN DEPED SCHOOLS**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public and Private Elementary and Secondary School heads
Section/Unit Heads
All Others Concerned

1. **Department of Education Memorandum No. 77, s. 2025** provides the Dissemination of Implementing Rules and Regulations of **Republic Act No. 12080** otherwise known as the **Basic Education Mental Health and Well-Being Promotion Act**.
2. In the said law, a Mental Health and Well Being Office (MHWO) shall be established in every Schools Division Office. The primary task of the MHWO is to address the mental health and well-being of all learners and personnel of DepEd under the jurisdiction of the SDO.
3. The MHWO shall be headed by a qualified Schools Division Counselor. Until such time that a qualified Schools Division Counselor is hired, **this division shall adopt alternative organizational arrangements**.
4. The **DepEd Vigan Mental Health and Well-Being Office** shall be **physically located** at the **3rd Floor, Schools Division Office**, with the ITO Office.
5. To this effect, **Ms. Nadia Marie Adcapan**, Guidance Coordinator III, Ilocos Sur National High School **is hereby designated as the Division Mental Health Focal Person**. Mr. Lloyd Ancheta, Administrative Assistant III, shall be the **designated staff of the Division Mental Health Focal Person**.
6. A Facebook page, named **DepEd Vigan-Mental Health and Well-Being Office** shall also be established to make it easier to report issues and concerns of learners and employees of this division.
7. In case of emergency mental health issues, the following hotline numbers may be accessed at anytime:

09174201337
09566143457
09559666966



📍 Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
☎ (077) 722-20-23 / (077) 632-05-33
✉ vigan.city@deped.gov.ph
🌐 www.depedviganacity.com



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8. Further, all **school heads** are directed to establish and maintain a **Care Center** in their schools. **All existing Guidance and Counselling Offices** shall be **converted and renamed** towards the said care centers.

9. Attached here are the guiding principles of the DepEd Vigan MHWO for immediate dissemination and strict compliance.


VILMA D. EDA, CESO V
Schools Division Superintendent





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Annex A:

Guidelines for the Establishment of the Division Mental Health and Well-Being Office

1. Rationale and Background

The Department of Education (DepEd) Vigan City Division recognizes that the mental health and holistic well-being of both learners and personnel are foundational to a productive learning and working environment. In alignment with **Republic Act No. 12080** otherwise known as the **Basic Education Mental Health and Well-Being Promotion Act** and existing national directives on health and wellness, this Division hereby establishes the Division Mental Health and Well-Being Office (MHWO).

2. Objectives and Scope

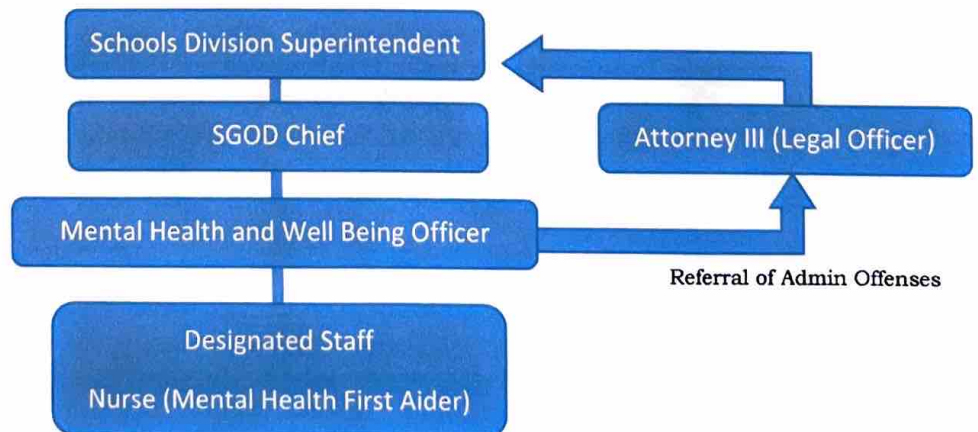
The MHWO shall serve as the primary coordinating and implementing body for all mental health initiatives, psychosocial support services, and well-being programs within the Schools Division Office (SDO) and its constituent schools.

Key Objectives:

- **Institutionalize** a sustainable mental health support system for all DepEd Vigan City teaching and non-teaching personnel, as well as learners.
- **Provide** accessible, confidential, and professional psychological first aid (PFA), counseling, and referral systems.
- **Promote** work-life balance and psychological safety in the workplace through regular wellness programs and training.

3. Organizational Structure and Composition

The Division Mental Health and Well-Being Office shall operate under the functional supervision of the School Governance and Operations Division (SGOD).





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4. Functions of the Mental Health and Well-Being office

Guided by the national policies, standards, and frameworks set by the DepEd Central Office, the MHWO shall have the following functions:

- a. Provide a general framework for the mental health and well-being programs of the schools under its jurisdiction. This framework shall encompass strategies and guidelines to promote the psychological welfare or the mental health and wellbeing of learners within the educational system.
- b. Review, revise, and approve the mental health and well-being programs submitted by schools to ensure that the programs are aligned with established standards and best practices in the field of mental health.
- c. Conduct periodic visits to the schools under its jurisdiction to assess the implementation of mental health and wellbeing programs, monitor and evaluate their effectiveness, and determine the overall mental health status of the learners.
- d. Provide technical assistance to school personnel and counselling services to learners under its jurisdiction, particularly in cases where there is no School Counselor available. This includes support, guidance, and interventions to address the mental health needs of individual learners.
- e. Ensure that relevant training and capacity-building as well as supportive supervision and continuous care, is regularly conducted for or provided to School Counselors, School Counselor Associates, and other personnel.
- f. Maintain comprehensive records of its activities, including program approvals, school visits, training and equipping of learners and personnel, and counseling sessions, as well as assume responsibility over the custody of assessment materials related to guidance services and other confidential records.
- g. Collaborate with relevant stakeholders, including educators, parents, guardians, and mental health professionals, to foster a holistic approach to mental health within the educational system, involving joint initiatives, such as, but not limited to, sharing of resources and coordination of efforts to promote the overall well-being of learners.
- h. Conduct periodic evaluations of its own effectiveness and submit reports on the impact of the implemented programs. Based on these evaluations, necessary adjustments and adaptations to the framework and activities shall be made to ensure the continuous enhancement of mental health support within the educational system.
- i. Provide professional guidance and expertise to HRD units on the review of working conditions, such that the mental health needs of personnel are promoted and taken care of; and
- j. Perform other activities within the purview of guidance and counselling deemed necessary to enhance the mental health and well



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being of learners, including the coordination of programs and oversight of school-based committees and offices related to learner rights and protection concern.

5. Establishment and Functions of Care Centers in DepEd Schools

All existing guidance and counselling offices shall be converted and renamed to "Care Center." Secondary schools may utilize the Career Guidance and Counselling Program (CGCP) Centers. The Care Center shall be headed by a school counsellor who shall be under the direct supervision of the Division Counselor of the Mental Health and Well-Being Office.

The Care Center in every public basic education school shall deliver school-based mental health services that are required in the fulfillment of the following functions:

- a. Develop a localized school-based mental health program;
- b. Render counseling, when appropriate;
- c. Maintain a comprehensive record of sessions;
- d. Conduct monitoring of all learners to identify their needs and concerns;
- e. Coordinate with School DRRM and Child Protection Committee (CPC) to further protect learners;
- f. Provide training and support to teachers in improving mental health awareness;
- g. Facilitate the referral to appropriate agencies;
- h. Engage and provide support to parents and guardians;
- i. Establish community linkages;
- j. Prepare and submit reports to SDO for review;
- k. Ensure the provision of school-based mental health services during emergencies; and
- l. Perform other functions that may be assigned.

6. Funding and Sustainability

Expenses incurred for the operationalization, capacity-building activities, and materials of the Division MHWO shall be charged against the **Division Human Resource Development (HRD) Funds, School Maintenance and Other Operating Expenses (MOOE)**, or other local funds, subject to standard accounting and auditing rules and regulations. Partnerships with local government units (LGUs) and non-governmental organizations (NGOs) are highly encouraged to augment resource requirements.

7. Effectivity

This Order shall take effect immediately upon its issuance and shall remain in force unless amended, repealed, or rescinded by another Division Order.