2611- 2065

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

Office of the Schools Division Superintendent

19 NOV 2026

DIVISION MEMORANDUM
No. 108 s. 2026

ROLES AND RESPONSIBILITIES OF THE DESIGNATED FOCAL PERSON FOR THE LEARNER WELLNESS OFFICE (LWO)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
Division Focal Person for the Learner Wellness office
All Others Concerned

1. Pursuant to Regional Memorandum No. 1525, s. 2026, titled "Designation of Focal Person for the Learner Wellness Office (LWO) in the Regional and Schools Division Offices," and the corresponding Office Order No. 544 s. 2026 issued by this Office, this Memorandum reiterates the roles and responsibilities of **Ms. Nadia Marie A. Adcapan**, Guidance Counselor III, who has been designated as the Division Focal Person for the Learner Wellness Office (LWO) of the Schools Division Office of Vigan City.

2. The designated Division LWO Focal Person shall operate under the School Governance and Operations Division (SGOD). Her designation shall remain effective until the end of School Year 2026–2027, consistent with the provision of the Regional Memorandum.

3. The specific roles and responsibilities of the LWO Focal Person and the SGOD Chief are provided in Annex A of the attached Regional Memorandum, which shall serve as the reference in the performance of their respective functions

4. Ms. Adcapan shall accomplish the required registration through **https://tinyurl.com/LWOFOcalPersons2026** and attend the mandatory online orientation on November 24, 2026, at 10:00 a.m., via Microsoft Teams through **https://tinyurl.com/LWOFocalsOrientation**.

5. Immediate dissemination of and compliance with this Memorandum are directed.

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
19 NOV 2026
RELEASED
BY

VILMA D. EDA, CESO V
Schools Division Superintendent

OSDS/DAA/sbr

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Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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BY: DATE:

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REGIONAL MEMORANDUM
No. 1525 s. 2026

DESIGNATION OF FOCAL PERSON FOR THE LEARNER WELLNESS OFFICE (LWO) IN THE REGIONAL AND SCHOOLS DIVISION OFFICES

To: Schools Division Superintendents

1. In accordance with Republic Act No. 12080 (*Basic Education Mental Health and Well-Being Promotion Act*) and Memorandum OM-OUGOPS-2026-01-04577, all Schools Division Offices (SDOs) are directed to designate an official Focal Person for the Learner Wellness Office (LWO). Serving as an interim bridge pending the formal establishment of the Mental Health and Well-Being Office (MHWO), this designation aims to oversee mental health, guidance, and counseling (MHGC) services, address operational concerns of school-based mental health personnel, and ensure seamless service delivery across schools.

2. The RO/SDO, LWO Focal Person should preferably be a Licensed Guidance Counselor or Registered Psychologist operating under the School Governance and Operations Division (SGOD), while the Regional LWO Focal Person shall operate under the Education Support Services Division (ESSD). This designation shall take effect immediately until the end of the School Year 2026–2027.

3. For the specific roles and responsibilities of the LWO Focal Persons and ESSD/SGOD Chiefs, please refer to **Annex A** of the said memorandum.

4. All Schools Division Offices (SDOs) are required to submit their signed endorsement letter, following the prescribed format in Annex B, via email to **blss.od@deped.gov.ph**, copy furnished **blss.lwd@deped.gov.ph** and **essd.region1@deped.gov.ph**, using the subject line "ENDORSEMENT | Region/SDO – Designated LWO Focal." Furthermore, the designated focal persons must accomplish the registration form through **https://tinyurl.com/LWOFocalPersons2026** and attend the mandatory online orientation scheduled on November 24, 2026, at 10:00 a.m. via

Microsoft Teams through **https://tinyurl.com/LWOFocalsOrientation**. All required submissions must be completed not later than November 13, 2026.

5. For information and strict compliance.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV / Regional Director

Encl.: As stated
Reference: DepEd Memorandum OM-OUGOPS-2026-01-04577
To be indicated in the Perpetual Index
under the subjects:
OFFICIALS
SCHOOLS
PROGRAMS

ESSD/SQC/DCN/PBS/RM_ Designation_of_LWO_Focal_Person

November 16, 2026

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM
OM-OUGOPS-2026-__-____

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **MALCOLM S. GARMA**
Undersecretary

SUBJECT : **DESIGNATION OF FOCAL PERSON FOR THE LEARNER WELLNESS OFFICE (LWO) IN REGIONAL AND SCHOOLS DIVISION OFFICES**

DATE : October 28, 2026

In line with the Department of Education's commitment to safeguarding the holistic health, mental health, and general well-being of learners across all governance levels, this Memorandum directs all Regional Directors and Schools Division Superintendents to **designate an official Focal Person for the Learner Wellness Office (LWO).**

This interim designation serves as an operational bridge pending the formal establishment of the Mental Health and Well-Being Office (MHWO) pursuant to Republic Act No. 12080 (*Basic Education Mental Health and Well-Being Promotion Act*) and the staffing provision for the Regional Offices (RO). This Memorandum specifically aims to:

1. establish a dedicated focal unit to oversee mental health, guidance, and counseling (MHGC) services;
2. address operational concerns of School Counselor Associates (SCAs), Guidance Counselors (GCs), and school-based mental health personnel; and
3. ensure the seamless and effective delivery of mental health services across basic education schools.

To maintain professional standards and align with existing organizational structures, offices are advised to observe the following preferred qualifications and office placements:

Governance Level	Preferred Qualifications	Office Placement
Regional Office	Registered Guidance Counselor or Psychologist; or Medical Officer	Operating directly under or designated under the Education Support Services Division (ESSD)
Schools Division Office	Licensed Guidance Counselor or Registered Psychologist	Operating directly under or willing to be designated under the School Governance and Operations Division (SGOD).

Specific operational duties and responsibilities, please **refer to Annex A: Roles and Responsibilities** of LWO Focal Persons and ESSD/SGOD Chiefs.

This designation shall take effect immediately until the end of the School Year 2026-2027.

To facilitate official records and service coordination, all Regional Directors and Schools Division Superintendents are requested to comply with the **three-step onboarding process on or before November 13, 2026.**

1. **Step 1: Submit Signed Endorsement (Annex B):**
   - ROs and School Division Offices (SDOs) shall **submit their signed endorsement letter through the following email addresses:**
     - To: blss.od@deped.gov.ph
     - CC: blss.lwd@deped.gov.ph)
   - SDOs shall also **submit a copy** of their signed endorsement letter to the **Education Support Services Division (ESSD) of their respective ROs.**
   - Email Subject line ***"[ENDORSEMENT] Region/SDO - Designated LWO Focal"***

2. **Step 2: Accomplish Online Directory Registration:**
   All designated LWO Focal Persons must accomplish the official online registration form at https://tinyurl.com/LWOFocalPersons2026. Submissions will form the national LWO Focal Person Directory for central monitoring and communication.

3. **Step 3: Attend Mandatory Online Orientation Meeting:**
   All designated LWO Focal Persons are strictly required to attend the online orientation meeting on **November 24, 2026, at 10:00 AM**, via Microsoft Teams via this link: https://tinyurl.com/LWOFocalsOrientation.

For questions and/or concerns, your staff may contact BLSS-LWO through email at blss.lwd@deped.gov.ph.

For strict compliance.

ANNEX A: Roles and Responsibilities

	Regional Offices (ESSD)	***Schools Division Offices (SGOD)***
LWO Focal Person	•Coordinate, cascade, and oversee the regional implementation of MHGC policies, guidelines, and directives issued by BLSS-LWO. •Recommends program priorities, budget allocations, and resource mobilization strategies to the ESSD Chief to ensure equitable and sustainable implementation. •Provide technical assistance and guidance to SDOs on the implementation of MHGC programs and services in schools. •Ensure the timely dissemination and cascading to SDOs of relevant policies, guidelines, issuances, advisories, and other information on MHGC programs issued by the BLSS-LWO. •Monitor implementation and consolidate reports on MHGC programs and services within the Region. •Submit regional reports and updates on program implementation, operational concerns, and recommendations to the BLSS-LWO. •Map partner referral capacities, service coverage, and availability to support school-level referral pathways. •Identify, assess, and maintain an official regional directory of local mental health service providers, government agencies, non-government organizations, private institutions, civil society organizations, and other stakeholders, to	•Coordinate, cascade, and oversee the division's implementation of MHGC policies, guidelines, and directives issued by BLSS-LWO. •Recommends program priorities, budget allocations, and resource mobilization strategies to the SGOD Chief to ensure equitable and sustainable implementation. •Ensure the timely dissemination and cascading to schools of relevant policies, guidelines, issuances, advisories, and other information of MHGC programs issued by the BLSS-LWO and RO. •Serve as the primary point of contact to address operational concerns of SCAs, GCs, and school personnel to ensure unhampered service delivery. •Facilitate the augmentation of incumbent RGCs in the provision of MHGC services in schools, when necessary, particularly in the absence of a SCA or GC, in coordination with the concerned school and relevant SDO personnel. •Provide technical guidance and support to schools in implementing MHGC programs and services. •Monitor and consolidate reports on the implementation of MHGC programs and services within the Division. •Submit reports and updates on program implementation, operational concerns, and recommendations to the RO LWO Focal Person.

	strengthen the implementation of MHGC programs and services.	•Map partner referral capacities, service coverage, and availability to support school-level referral pathways. •Identify, assess, and maintain an official directory of local mental health service providers, government agencies, non-government organizations, private institutions, civil society organizations, and other stakeholders, to strengthen the implementation of MHGC programs and services. •Coordinate with relevant SDO units, school heads, SCAs and Guidance Counselors to address implementation gaps and ensure the effective delivery of MHGC programs and services in schools.
Chiefs	• Exercise administrative oversight and supervisory control over the LWO Focal Person in the performance of their duties. • Oversee, endorse, and facilitate the coordination and implementation of MHGC programs and services within their respective offices or divisions. • Lead the planning of program priorities, budget allocations, resource requirements, and mobilization strategies to ensure equitable and sustainable program implementation. • Facilitate cross-unit coordination (e.g. with CID, SGOD, Health Units, and Legal Units) to address implementation of bottlenecks and referral escalations. • Monitor program implementation and provide guidance to address implementation gaps and challenges.	

Annex B: Endorsement Letter Templates

<Regional Office Header> / <Schools Division Office Header>

<Month> <day>, 2026

DR. MIGUEL ANGELO S. MANTARING
Director IV
Bureau of Learner Support Services

Dear **Dr. Mantaring**:

Respectfully submitting the designated Learner Wellness Office (LWO) Focal Person for **[Name of Region/ Schools Division Office]**:

Full Name of	[First Name, Middle Name, Last Name, Suffix]
Current Position/ Plantilla Item	[e.g. PDO III/ Guidance Counselor III/ Medical Officer III]
Division/ Section	[ESSD/SGOD]
Professional License No. (if applicable)	[PRC License No. for RGC/RPsy/Physician]
DepEd Email Address	[official.email@deped.gov.ph]
Contact Number	[Mobile Number]

Thank you very much!

Sincerely yours,

<Full Name of Regional Director>
<Position>