



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

27 July 2026

DIVISION MEMORANDUM
No. 280, s. 2026

**DISSEMINATION AND IMPLEMENTATION OF THE DIVISION GUIDELINES ON THE
PROVISION OF MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT SERVICES
(MHPSS) FOR LEARNERS AND PERSONNEL**

To: Assistant Schools Division Superintendent
School Governance and Operations Division Chief
Curriculum Implementation Division Chief
Public Schools District Supervisors/Districts In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. To strengthen the Schools Division Office's mechanisms for mental health promotion, psychosocial support, and crisis response, this Office hereby disseminates the **Guidelines on the Provision of Mental Health and Psychosocial Support Services (MHPSS) for Learners and Personnel in the Schools Division Office of Nueva Vizcaya**.
2. The Guidelines establish a standardized framework for the activation, coordination, implementation, monitoring, and evaluation of MHPSS in response to bullying, suicide and attempted suicide, child abuse, and other critical incidents affecting the psychosocial well-being of learners and personnel.
3. School Heads shall ensure the immediate submission of Incident Reports to the Schools Division Office to facilitate the timely activation of appropriate MHPSS interventions, in accordance with existing reporting protocols and Division issuances.
4. The **Guidelines on the Provision of Mental Health and Psychosocial Support Services (MHPSS) for Learners and Personnel in the Schools Division Office of Nueva Vizcaya** and the composition of the **Division Mental Health and Psychosocial Support and Response Team (DMHPS-R Team)** are herein attached as annexes to this Memorandum.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.



ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

Encl. As attached



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@depd.gov.ph
Website: <https://sdonuevavizcaya.com/>



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

Annex A:

**COMPOSITION OF THE DIVISION MENTAL HEALTH AND PSYCHOSOCIAL
SUPPORT AND RESPONSE TEAM (DMHPS-R Team)**

OVERSIGHT AND ADVISORY GROUP

Name	Designation
Orlando E. Manuel PhD, CESO V	Schools Division Superintendent (SDS)
Adonis C. Ceperez EdD, CESE	Assistant Schools Division Superintendent (ASDS)
Atty. Julius Caesar G. Domingo CPA	Legal Officer
Romulo S. Ancheta PhD	Chief Education Supervisor – SGOD
Rommel S. De Gracia PhD, CESE	Chief Education Supervisor - CID

MANDATORY/CORE MEMBERS

Name	Designation
Roscoe N. Gacusana EdD, RGC	Designated Division Guidance Counselor
Ryan Christopher Buccat MD	Division Medical Officer
Ben Clarion Llantada	Division Mental Health Focal Person
Arwin C. Peralta RGC Rona Ria Obispo RGC	Registered Guidance Counselor designated as Mental Health Response Leads
Marc Henrick R. Ramos Christian Lloyd Vicente	Learner Rights and Protection (LRP) / Youth Formation Program (YFP) Focal Persons
Wilhelmina Castro	Education Program Supervisor for EsP
Maria Theresa B. Iglesia	Division DRRM Coordinator



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

**GUIDELINES ON THE PROVISION OF MENTAL HEALTH AND PSYCHOSOCIAL
SUPPORT SERVICES (MHPSS) FOR LEARNERS AND PERSONNEL IN THE
SCHOOLS DIVISION OFFICE OF NUEVA VIZCAYA**

A. RATIONALE

The Schools Division Office (SDO) of Nueva Vizcaya recognizes the increasing need to strengthen mental health promotion, psychosocial support, and crisis response mechanisms within schools. Recent incidents involving viral bullying cases among learners, suicide - related incidents, child abuse cases, and other psychosocial concerns have highlighted the necessity for a coordinated and Mental Health Response Intervention system to address the immediate and long-term needs of affected learners, personnel, families, and school communities.

These incidents significantly affect the psychological well-being, safety, academic performance, social functioning, and overall development of learners and personnel. As such, the SDO commits to providing appropriate and responsive mental health and psychosocial support interventions anchored on child protection principles, and the promotion of resilience and recovery.

The office also recognizes the availability of trained Mental Health and Psychosocial Support Service (MHPSS) Providers composed of Registered Guidance Counselors (RGCs), Nurses, Guidance Designates, Psychological First Aid (PFA) Providers, and other qualified personnel who can provide immediate and continuing psychosocial support services during and after critical incidents. To ensure a standardized, contextualized, and developmentally appropriate response, the SDO has developed a **Contextualized Toolkit on Psychosocial Support Services (PSS) and Response Intervention for the Promotion of Safe, Inclusive and Conflict-Sensitive Learning Environment for Learners and Personnel**. The toolkit contains intervention strategies, session guides, preventive activities, and response mechanisms tailored according to the nature of the incident and the developmental level of the target beneficiaries. Through these preventive and responsive approaches, the SDO seeks to promote mental health, strengthen resilience, enhance protective factors, and ensure the well-being of all learners and personnel.

While this guideline primarily establishes the framework for Mental Health Response Interventions following critical incidents, the Schools Division Office of Nueva Vizcaya likewise recognizes the importance of preventive, promotive, and proactive mental health initiatives. The SDO affirms that an effective mental health program should not only respond to crises but also build a supportive, safe, and nurturing school-work environment that promotes resilience, positive behavior, social-emotional learning, and help-seeking behaviors among learners and personnel. Towards this end, the SDO shall



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

continuously implement preventive interventions, including but not limited to Information, Education, and Communication (IEC) campaigns on mental health, child protection, bullying prevention, and suicide awareness; capacity-building activities for school personnel and stakeholders; integration of mental health concepts and psychosocial well-being competencies in the curriculum; and purposive inclusion of mental health, social-emotional learning, values formation, and protective factors in Homeroom Guidance Program (HGP) sessions, Edukasyon sa Pagpapakatao (EsP)/Values Education classes, and other learner development programs. These proactive interventions shall complement the SDO's response mechanisms and contribute to the creation of mentally healthy, resilient, child-friendly, and protective learning environments.

This guideline is hereby issued to establish a clear framework for the activation, coordination, implementation, monitoring and evaluation of MHPSS in the Schools Division Office of Nueva Vizcaya, while promoting a safe, supportive, resilient, and child-friendly learning environment for all learners and personnel.

B. OBJECTIVES

This guideline aims to:

1. Ensure the timely provision of psychosocial support services following critical incidents affecting learners and personnel.
2. Provide a standardized protocol for activating Mental Health Response Interventions.
3. Utilize the **Contextualized Toolkit on Psychosocial Support Services (PSS) and Response Intervention for the Promotion of Safe, Inclusive and Conflict-Sensitive Learning Environment for Learners and Personnel** as the primary guide for intervention delivery.
4. Establish clear roles and responsibilities among response team members.
5. Promote a coordinated and collaborative response mechanism among MHPSS Providers from schools and the Schools Division Office
6. Facilitate appropriate referrals for specialized services when necessary.

C. SCOPE AND LIMITATION

These guidelines shall apply to all public schools, learning centers, district offices, and personnel within the jurisdiction of the SDO - Nueva Vizcaya.

The MHPSS shall be activated in response to critical incidents affecting learners and personnel, including but not limited to the following circumstances:



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

- a) Bullying incidents
- b) Suicide - related incidents
- c) Child abuse cases
- d) Violence-related incidents
- e) Serious accidents
- f) Disaster-related traumatic incidents
- g) Other incidents that may significantly impact the psychosocial well-being of learners and personnel

D. ACTIVATION OF MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT SERVICES

The activation of the Mental Health Psychosocial Support services shall be activated upon the submission of an Incident Report by the affected school through the School Head to the Schools Division Office.

The Incident Report shall contain the following as provided in the DM# 548, s. 2024;

- Nature of the incident
- Date and place of occurrence
- Number of affected learners and/or personnel
- Initial actions undertaken by the school
- Immediate intervention needs
- Recommended assistance from the Division

Upon receipt, review and validation of the report, the Division Mental Health and Psychosocial Support and Response Team shall be convened to determine the appropriate intervention.

E. COMPOSITION OF THE DIVISION MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT AND RESPONSE TEAM (DMHPS-R Team)

E.1. OVERSIGHT AND ADVISORY GROUP

- Schools Division Superintendent (SDS)
- Assistant Schools Division Superintendent (ASDS)
- Legal Officer
- Chief Education Supervisor – SGOD
- Chief Education Supervisor - CID

E. 2. MANDATORY/CORE MEMBERS



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

The following are the core members and shall not be absent during the conduct of Psychosocial Support Services unless on authorized official business:

- Designated Division Guidance Counselor
- Division Medical Officer or Division Mental Health Focal Person
- Registered Guidance Counselor designated as Mental Health Response Leads
- Learner Rights and Protection (LRP) / Youth Formation Program (YFP) Focal Persons
- Education Program Supervisor for EsP
- Division DRRM Coordinator

E.3. Other Response Team Members

As may be necessary based on the nature of the incident:

- Nurses (District and Secondary School)
- Guidance Designates
- Trained Psychological First Aid/Mental Health First Aid Providers

F. ROLES and RESPONSIBILITIES

All members of the **Division Mental Health and Psychosocial Support and Response Team (DMHPS-R Team)** shall work collaboratively to ensure the timely and appropriate delivery of MHPSS to affected learners and personnel. As members of the **DMHPS Team**, they are expected to actively participate in the planning, facilitation, and delivery of MHPSS activities within the scope of their respective expertise and professional competencies.

Designation/Group	Roles and Responsibilities
Oversight and Advisory Group	• Provide overall leadership, policy direction, and strategic oversight in the implementation of Mental Health Response Interventions. • Authorize the mobilization of personnel and resources necessary for intervention activities. • Ensure institutional support for both preventive and responsive mental health programs. • Provide technical guidance on curriculum integration and learner development interventions. • Approve policy recommendations, referral mechanisms, and other actions arising from intervention reports.



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

Designated Division Guidance Counselor	• Recommend the activation of the Division MHPSS-R Team • Lead and coordinate all preparatory and logistical activities related to the conduct of MHPSS, including the preparation of memoranda and official communications, coordination with concerned offices and schools, processing of vehicle requests, and arrangement of necessary resources, materials, venues, and other logistical requirements. • Convene the DMHPSS-R Team and facilitate pre-response planning meetings. • Coordinate with the affected school, district office, and other concerned offices. • Ensure the availability and proper utilization of the Contextualized MHPSS Toolkit.
Education Program Supervisor for EsP/Values	• Ensure alignment of interventions with values formation and social-emotional learning principles. • Support the integration of preventive and promotive mental health initiatives into instructional programs.
Medical Officer and Division Mental Health Focal Person	• Recommend appropriate medical and mental health interventions and referrals to specialized mental health services. • Monitor identified high-risk cases requiring continued support and management.
Registered Guidance Counselor designated as Mental Health Response Leads	• Determine the appropriate intervention strategies and modalities based on the incident profile. • Provide technical supervision to members of the response team during intervention activities. • Oversee intervention delivery and post-intervention evaluation. • Ensure proper utilization of the Contextualized MHPSS Toolkit. • Recommend further psychosocial or psychological interventions.
Learner Rights and Protection (LRP) / Youth Formation Program (YFP) Focal Persons	• Receive and validate incident reports submitted by schools. • Ensure interventions protect the rights and welfare of learners.



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

and Division DRRM Coordinator	• Maintain records and documentation of interventions conducted. • Coordinate with the affected school and district office. • Ensure availability and proper utilization of the Contextualized MHPSS Toolkit.
Other Response Team Members	• Deliver psychosocial support interventions. • Facilitate Psychological First Aid/MHFA activities. • Assist in group processing sessions. • Participate in monitoring and referral activities.

G. PRE-RESPONSE COORDINATION MEETING

Prior to the conduct of any **MHPSS intervention**, the **DMHPS-R Team** shall convene to:

1. Review and validate the incident and identify affected individuals.
2. Determine the appropriate intervention strategy and activities from the Contextualized MHPSS Toolkit.
3. Assign team roles and responsibilities.
4. Address operational, safety, confidentiality, and ethical considerations.

Except in life-threatening emergencies requiring immediate action, all interventions shall be preceded by proper coordination and planning.

H. MONITORING AND POST-INTERVENTION ACTIVITIES

Following the intervention, the **DMHPS-R Team** through the Nurse and Guidance Designate shall:

- a. Conduct post-intervention assessment.
- b. Monitor affected learners and personnel.
- c. Provide follow-through sessions when needed.
- d. Coordinate referrals for continuing care.
- e. Prepare and submit intervention reports.
- f. Review lessons learned and recommendations for future response efforts.

I. FUNDING REQUIREMENTS

The DepEd SDO Nueva Vizcaya shall ensure the allocation of appropriate resources in its Annual Work and Financial Plan (AWFP) and budget under the Maintenance and Other Operating Expenses (MOOE) to support the implementation of the activity. Expenses for meals, and other incidental expenses necessary for the



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF NUEVA VIZCAYA

conduct of the district-wide roll-out and related activities shall be charged against the respective School MOOE and other available local funds, subject to existing accounting and auditing rules and regulations

J. EFFECTIVITY

These Guidelines on MHPSS shall take effect immediately upon issuance and shall remain in force unless amended, revised, or rescinded by the Schools Division Office of Nueva Vizcaya.