



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

November 15, 2023

DIVISION MEMORANDUM  
NO. **593** s. 2023

**TWO-DAY LIVE-OUT TRAINING ON SELF-INJURY PROTOCOL FOR TEACHERS  
AND PERSONNEL**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors  
Heads, Public Secondary Schools  
Project Development Officer - DRRM  
Project Development Officers - Youth Formation  
School-Based Nurses  
All Others Concerned

1. Relative to the letter of Ma. Pilar Charmaine Servigon-Malata PhD, MS, MPH, Head, Office of Research, College of Medicine, West Visayas State University, La Paz, Iloilo City, there will be a **Two-Day Training on Self-Injury Protocol** for Selected School Nurses, Guidance Counselors, Mental Health Coordinators and Guidance Teacher Designates on **November 25-26, 2023 at the Kapis Mansion Hotel, Banica, Roxas City, Capiz.**
2. The training aims to:
  - a. Understand adolescent development;
  - b. Understand mental health conditions in youth;
  - c. Equip participants with basic knowledge about self-injury; and
  - d. Identify roles and responsibilities of members of the school mental health crises response team.
3. The **List of Participants and Schedule of Activities** are attached as **Enclosure 1 and 2** respectively to this Memorandum.
4. This memorandum will serve as the Authority to Travel of Participants.



Address: Banica, Roxas City  
Contact Number: (036) 6518 456 / 0968 869 5867  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

5. Travelling expenses of the participants are chargeable against the School MOOE funds subject to usual accounting and auditing rules and regulations.
6. Meals during this activity will be sponsored by West Visayas State University College of Medicine, Research Department
7. Participants are entitled to service credits in accordance with Deped Order No. 53, s. 2023 titled "*Updated Guidelines on the Grant of Vacation Service Credits to Teachers*". On the other hand, Non – Teaching personnel shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service rendered*.
8. For inquiries and concern, kindly contact **Ms. Candelaria P. Talabucon, Nurse II** at mobile number **09398047910**.
9. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 

Encl.: As stated  
Reference: DepRd Order No.14.s 2020  
To be indicated in the Perpetual Index  
under the following subjects:

HEALTH AND NUTRITION

ORGANIZATIONS

TEACHERS



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456 / 0968 869 5867  
**Email Address:** capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

(Enclosure No. 1 to Division Memorandum No. 593, s. 2023)

<b>NO</b>	<b>NAME</b>	<b>POSITION</b>	<b>STATION</b>
1	Edna B. Azcarraga PhD	EPS/OIC SGOD CHIEF	SDO
2	Alan Vincent B. Altamia	EPS/ Values Education	SDO
3	Joy Arnold T. Lejos, MD	Medical Officer III	SDO
4	Candelaria P. Talabucon	Nurse II – Mental Health Focal	SDO
5	Joanne J. Dequina	Nurse II – Alternate Focal	SDO
6	Rechie V. Bayhon	Nurse II	SDO
7	Sheralyn G. Baticados	Nurse II	SDO
8	Rolendy D. De Pedro	Nurse II	SDO
9	Rene D. Hortillas, Jr.	Nurse II	SDO
10	Alvin M. Braulio	Nurse II	SDO
11	Monna Liza I. Eribal	Nurse II	SDO
12	Aldene B. Besa	Nurse II	Capiz National High School\
13	Lira V. Celino	Nurse II	Comm. Luis Asis NHS
14	Clytie H. Eusebio	Nurse II	Estefania Montemayor NHS
15	Mary Jeanette A. Cordova	Nurse II	Sapian National High School
16	Glenda Marie B. Botin, JD	Project Development Officer II (DRRM)	SDO
17	Yzarda Claudette D. Ballera	Project Development Officer I (YF)	SDO
18	Jhean Mae Grace Lingco	Project Development Officer I (YF)	SDO
19	Alfredo B. Bentazal, Jr.	Teacher II	Ivisan National High School
20	Joy L. Arca	Teacher III	Candelaria NHS
21	Renalyn B. Loria	Teacher III	Tapaz National High School
22	Elmie Rose D. Alianza	Teacher II	Cuartero NHS
23	Divina M. Corcino	Guidance Counselor 1	Maayon NHS
24	Raydelyn P. Laquida	Teacher III	Mambusao NHS
25	Ma. Richel V. Fancubila	Guidance Counselor 1	San Nicolas NHS (Tapaz)
26	Runa V. Villeza	Teacher I	Jamindan NHS



Address: Banica, Roxas City  
Contact Number: (036) 6518 456 / 0968 869 5867  
Email Address: capiz@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

27	Mary Jeanne Sumagaysay	Teacher I	Dao NHS
28	Henry Delfin	Teacher II	Panit-an NHS
29	Rowena F. Bagsic	Teacher I	Pontevedra NHS
30	Rose Anne May M. Corros	Teacher I	Feliciano Yusay NHS
31	Maria SP Cuñada	Teacher III	Marciano Patricio NHS



Address: Banica, Roxas City  
Contact Number: (036) 6518 456 / 0968 869 5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

(Enclosure No. 2 to Division Memorandum No. 593, s. 2023)

TIME	ACTIVITY	Resource Person/Facilitator
<b>DAY 1 -</b>		
8:00 – 8:30 AM	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>Registration</li> <li>Pre-test Evaluation</li> </ul>	Staff
8:30 - 9:00 AM	<b>Opening Program</b> <ul style="list-style-type: none"> <li>Opening Prayer</li> <li>Philippine National Anthem</li> <li>Welcome Messages Miguel Mac D. Aposin EdD, CESO V Schools Division Superintendent Edna B. Azcarraga PhD EPS/OIC SGOD Chief</li> <li>Introduction of Participants, Lecturers and Facilitators</li> <li>Setting of Expectations</li> <li>Rationale and Training Objectives</li> <li>House Rules for the Training Workshop</li> </ul>	Prof. Lerma Paris  Dr. Ma. Pilar Charmaine Malata Dr. Maria Kristina Almonte
9:00 - 10:00 AM	<b>Session 1: Adolescent Mental Health</b> <ul style="list-style-type: none"> <li>Interactive Lecture on WHO data on Adolescent Mental Health</li> <li>Generational Perceptions and Misperceptions of Adolescents</li> <li>Video – “I Wish My Teachers Knew...”</li> <li>Q and A</li> </ul>	Prof. Lerma Paris
10:00 – 11:30 AM	<b>Session 2: Self-injury Facts and Myths</b> <ul style="list-style-type: none"> <li>True / False Quiz about Self-injury</li> <li>Interactive Lecture on NSSI (Epidemiology, Functions, Risk Factors) and Suicide</li> <li>Q and A</li> </ul>	Dr. Ma. Pilar Malata
11:30 – 12:00 NN	<b>Mechanics of Role Playing</b>	All Lecturers and Facilitators
12:00 – 12:45 PM	<b>Lunch Break</b>	
12:45 – 1:00 PM	<b>Ice Breakers</b>	Host Team
1:00 – 3:30 PM	<b>Session 3: Cognitive Distortions and CBT</b>	Dr. Maria Kristina Almonte



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456 / 0968 869 5867  
**Email Address:** capiz@deped.gov.ph



**Republic of the Philippines**  
**Department of Education**  
**Region VI – Western Visayas**  
**SCHOOLS DIVISION OF CAPIZ**

	<ul style="list-style-type: none"> <li>• Automatic Thoughts and Types of Thought Distortions</li> <li>• Introduction to Cognitive Behavioral Therapy</li> <li>• Q and A</li> </ul>	Dr. Ruel Malata
3:30 – 5:00 PM	<b>Role Playing</b>	All Lecturers and Facilitators
5:00 - 5: 10 PM	<b>Daily Evaluation (Good Points and Needs Improvement)</b>	Host Team
<b>DAY 2:</b>		
8:00 – 8:15 AM	<b>Prayer, Learning Points of 1<sup>st</sup> Day</b>	Host Team
8:15 – 9:15 AM	<b>Session 4: Emotion Regulation Strategies</b> <ul style="list-style-type: none"> <li>• Common Healthy Emotion Regulation Strategies</li> <li>• Common Unhealthy Emotion Regulation Strategies</li> <li>• Q and A</li> </ul>	Prof. Lerma Paris
9:15 – 10:45 AM	<b>Session 5: Self-Injury School Protocol</b> <ul style="list-style-type: none"> <li>• Roles and Responsibilities of Members of the School Mental Health Crisis Response Team</li> <li>• Template of a Self-injury Flow Chart</li> <li>• Identifying Warning Signs of Self-injury</li> <li>• Responding to Self-injury</li> <li>• Assessing Self-injury</li> <li>• Parent Contact and External Referral</li> <li>• Listening to Students</li> <li>• Preventing Social Contagion</li> <li>• Confidentiality in Handling Disclosures</li> <li>• Q and A</li> </ul>	Dr. Ma. Pilar Malata  Dr. Maria Kristina Almonte
10:45 – 11:30 AM	<b>Session 6: Self-injury Prevention &amp; Intervention Strategies</b>	Dr. Ma. Pilar Malata
11:30 – 12:00 NN	<b>Presentation of Workshop Mechanics</b>	All Lecturers and Facilitators
12:00 – 1:00 PM	<b>Lunch Break</b>	
1:00 – 2:30 PM	<b>Session 7: Workshop on Self-injury School Protocol</b>	All Lecturers and Facilitators
2:30 – 4:30 PM	<b>Session 8: Presentation of Self-injury School Protocol</b>	All Lecturers and Facilitators
4:30 – 5:00 PM	<b>Post-test</b> <b>Training Workshop Evaluation</b> <b>Closing Program</b>	



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456 / 0968 869 5867  
**Email Address:** capiz@deped.gov.ph