



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

July 1, 2024

DIVISION MEMORANDUM

No. 373, s. 2024

**PSYCHOSOCIAL SUPPORT REFRESHER COURSE CUM UNPACKING OF
PSYCHOSOCIAL SUPPORT ACTIVITY PACKAGE (PSAP)**

To:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. In support to bridging the healthy socio-emotional and wellbeing of learners and teachers, this office through the School Governance and Operations Division (SGOD) in collaboration with Curriculum Implementation Division (CID) will conduct a **Live-in PsychoSocial Support Refresher Course cum Unpacking of PsychoSocial Support Activity Package on July 24-26, 2024**. The venue will be announced later.
2. Specifically, the activity aims to:
 - a. deepen understanding on PsychoSocial Support through unpacking of PSAP;
 - b. demonstrate skills and strategies in effective facilitation of PsychoSocial Support;
 - c. appreciate the importance PsychoSocial Support amidst situational crisis and disaster preparedness and;
 - d. encourage the participants in the districts to roll-out the activity in their own context.
3. In view thereof, this office requests the attendance and participation of the selected participants and composite Team/TWG/Facilitators specified below. In like manner, Resource Speakers, Facilitators and Technical Working Group are advised to report in advance on Day 0.

PARTICIPANTS

Name	Position	School/District
Cecil S. Ortencio	Principal I	Bliss-Pantalan ES/President Roxas



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Marie Beth F. Flaga	Principal I	DLRFIS/Dumalag
Patricia G. Bingan	Head Teacher II	Maiano Gleyo ES/Tapaz West
Evelyn Panuncio	Principal III	Bilao IS/Sapian
Prechie Marie S. Luching	Teacher III/TIC	
Yvonne F. Ganit	Principal II	Malitbog ES/Tapaz East
Gina D. Artuz	Principal I	Lucero ES/Jamindan
Amancio N. Villaruz Jr	Head Teacher I	Cala-agus ES/Mambusao East
Mary Jean U. Basa	Principal I	Agustin P. Navarra ES/Ivisan
Wenny D. Blanco	Head Teacher I	Daga ES/Panay
Edwin B. Belvis	Principal I	Maluboglubog ES/Panitan
Haydee L. Luciano	Principal I	Juan Andaya ES/Mambusao West
Magdalena Glenda B. Arona	Principal I	Dulangan ES/Pilar
Aileen B. Abellano	Head Teacher III	Malagab-i ES/Cuartero
Alda D. Malibong	Principal I	Rizal ES/Pontevedra
Arnel U. Francisco	Head Teacher III	Sigma
Joselito D. Victoriano	Head Teacher	Dumarao
Airen D. Bacong	Teacher In Charge	Maayon

RESOURCE SPEAKERS/FACILITATORS AND TECHNICAL WORKING GROUP/MANAGEMENT TEAM

Name	School	Position
Ana Lourdes Faeldonea	Concepcion Castro NHS	Resource Speaker
Richel Fancubila	San Nicolas NHS (Tapaz)	Resource Speaker
Maria SP Cunada	Marciano M. Patricio NHS	Resource Speaker
Raydelyn Laquina	Mambusao NHS	Resource Speaker
Alan Vincent B. Altamia	SDO-CAPIZ	Resource Speaker
Prince Ace Billones	FDDIS	Facilitator
Ronel Genoves	Pawa NHS	Facilitator
Milbert Bechayda	CLANHS	TWG
Edwin Salanatin	CLANHS	TWG
Mark Nel Venus	CLANHS	TWG
Ronald Dile	SDO-CAPIZ	Management Team
Immaculada J. Amores	SDO-CAPIZ	Management Team
Glenda Marie Botin	SDO-CAPIZ	Management Team
Segundina F. Dollete	SDO-CAPIZ	Co-Head, Management Team
Edna B. Azcarraga	SDO-CAPIZ	Co-Head, Management Team



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4. Below is the timeline in preparation and implementation of the activity:

Activity	Schedule	Persons Involved	Platform
Walkthrough of all presentations/Day 0	July 23, 2024	Resource Speakers/TWG/Facis/MT	In- Person
PsychoSocial Support proper	July 24-26, 2024	Participants including Resource Speakers/TWG/Facis/MT	In-Person

5. Official Participants are advised to attend all sessions of the program. The first session will start at 10:00 o' clock in the morning on the first day and conclude at 4:00 pm on the final day. The first meal is breakfast on Day 1 and the last meal is afternoon snacks on Day 3.
6. Participants and trainers are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
7. Attached is the activity matrix for your perusal. For further information, please contact Alan Vincent B. Altamia, EPS – EsP/Guidance at cellphone number 09394927866.
8. Food, accommodation and other operational expenses relative to the conduct of this activity shall be charged against Division DRRM Fund (RO-6-24-0449) while travel expenses of the participants and technical working group/resource speakers/facilitators shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this memorandum are desired.


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

Attachment: As Stated

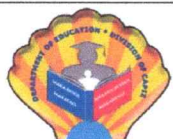
Reference: As Stated

To be indicated in the Perpetual Index
Under the following subjects:

WORKSHOP PSYCHOSOCIAL SUPPORT

TEACHERS

TRAINING



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ACTIVITY MATRIX
PSYCHOSOCIAL SUPPORT REFRESHER COURSE CUM UNPACKING OF
PSYCHOSOCIAL SUPPORT ACTIVITY PACKAGE (PSAP)

July 24-26, 2024

Day 0 (July 23, 2024)

TIME	ACTIVITY	PERSON IN-CHARGE
8:00- 9:00 am	Arrival of TWG/Core Group	TWG/Core Group
9:00-11:00 am	Debriefing/Checking and Assessment of Training Venue and Facilities	TWG
12:00-1:00 pm	LUNCH	
1:00-3:00 PM	Review of Training Targets and Framework/Presentation of Program Flow and Processes	Dr.Immaculada J.Amores
3:00-5:00 pm	Final Dry run of Presentations/ Critiquing and Adjustments	Alan Vincent B. Altamia
6:00pm	DINNER	
7:00-8:00 pm	Final sorting of training materials	TWG

Day 1 (July 24, 2024)

TIME	ACTIVITY/TOPIC	PERSON IN-CHARGE/RESOURCE SPEAKER
8:00- 12:00	Registration and Opening Program / Lunch	
1:00 -3:00	Topic 1: PsychoSocial Support Basic Concept	Resource Speaker: Alan Vincent B. Altamia EPS-EsP/Guidance
3:00-3:30	Self Care activity	
3:30- 5:00	Topic 2: Team Building	Resource Speaker: Alda Malibong District Guidance Coordinator
6:30- 7:00	DINNER	



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Day 2 (July 25, 2024)

TIME	ACTIVITY/ TOPIC/RESOURCE PERSON	MODERATOR/PERSON IN- CHARGE
6:00 – 7:30	Personal Grooming/Breakfast	
8:00- 8:30	MOL/Relaxing Activity	Team In-charge
9:00 – 11:00	Topic 3: Unpacking of PSAP “I AM able to acknowledge and express my feelings”	Resource Speaker: Ana Lourdes Faeldonea Guidance Designate
11:30-12:00	Self Care Activity	
12:00-1:00	LUNCH BREAK	
1:00 -4:00	Topic 4: Unpacking of PSAP “I HAVE the capacity to regulate my emotions and find solutions to challenges”	Resource Speaker: Richel Fancubila Guidance Designate
4:00-6:00	Topic 5: Team Building 2.0	Resource Speaker: Raydelyn Laquina Guidance Advocate
6:00-7:00	DINNER	
8:00-9:00	Team Building Activity	Facilitators
9:30 in the evening	Sweet Dreams	



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Day 3 (July 26, 2024)

TIME	ACTIVITY / TOPIC/RESOURCE PERSON	MODERATOR/PERSON IN- CHARGE
6:00-7:30	Personal Grooming/Breakfast	
8:00-8:30	MOL/Relaxing Activity	
9:00-11:30	Topic 6: Unpacking of PSAP “I CAN do my best in school, develop healthy relationship with my peers, and imagine a bright future for myself”	Resource Speaker: Maria SP Cunada Registered Guidance Counselor
12:00-1:00	LUNCH	
1:00-3:00	Topic 7: “Boosting Commitment”	Resource Speaker:
3:00 -4:00	CLOSING PROGRAM	Facilitators
4:00-5:00	HOME SWEET HOME	