



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

07 NOV 2025

**DIVISION MEMORANDUM**

No. **588**, s. 2025

**SDO CAPIZ POLICY WORKSHOP: CRAFTING OF LEARNER'S HANDBOOK,  
CONTAINING LOCALIZED ANTI-BULLYING, CHILD PROTECTION, CODE OF  
CONDUCT, FUNCTIONAL REFERRAL MECHANISM AND MENTAL HEALTH**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. The Schools Division of Capiz is committed to the pursuit of a safe and supportive learning environment for all our learners, through the School Governance and Operations Division, this division, will conduct a 3-Day training titled **SDO Capiz Policy Workshop: Crafting of Learner's Handbook, Containing Localized Anti-Bullying, Child Protection, Code of Conduct, Functional Referral Mechanism and Mental Health** on November 17-18, 2025, the venue of this training is to be announced on our official group pages and group chats.
2. The participants of this training are the Designated Guidance Counselors/Learner Rights and Protection Focal Persons and School Heads of Secondary and Integrated Schools, along with the 18 Districts Designated Child Protection Focal Persons and Public Schools District Supervisors. All aforementioned attendees are hereby instructed to complete the mandatory Pre-Workshop Activity, which is accessible through the provided link: [https://bit.ly/SDOCapiz\\_Handbook](https://bit.ly/SDOCapiz_Handbook).
3. Travel expenses of the participants relative to the conduct of this activity shall be charged against School MOOE, subject to the usual accounting and auditing rules and regulations.
4. For reference, the approved Activity Proposal and the Training Matrix are appended to this Memorandum as Enclosures.
5. This Memorandum serves as Authority to Travel for all participants.
6. Immediate dissemination and compliance of this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Enclosure: As stated  
Reference: DepEd Order No. 40 s. 2012

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

Learner Rights and Protection

Mental Health

ARH



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## Activity Proposal

**Activity Title: SDO Capiz Policy Workshop: Crafting of Learner's Handbook, Containing Localized Anti-Bullying, Child Protection, Code of Conduct, Functional Referral Mechanism and Mental Health**

**Venue:** TBA

**Date:** November 17-19, 2025

**Target Participants:** **196 PAX** Composed of:  
**54 Secondary Schools** Designated Guidance Counselor/Learner Rights and Protection Focal Person and School Heads  
**26 Integrated Schools** Designated Guidance Counselor/Learner Rights and Protection Focal Person and School Heads  
**18 Districts** Designated Guidance Counselor/Learner Rights and Protection Focal Person and PSDSs

### I. RATIONALE:

The pursuit of a safe and supportive learning environment for all students is at the forefront of the Schools Division Office (SDO) of Capiz's mission. While we strive to maintain this positive atmosphere, the SDO acknowledges the need for proactive and enhanced strategies to address the rising trend of bullying cases. This crucial initiative is formalized through the **SDO Capiz Policy Workshop: Crafting of Learner's Handbook, Containing Localized Anti-Bullying, Child Protection, Code of Conduct, Functional Referral Mechanism and Mental Health.**

This comprehensive training serves as a crucial component of our strengthened efforts to ensure the safety and well-being of every learner. It is also a timely and necessary response to recent directives from the Department of Education (DepEd). Under the leadership of Education Secretary Sonny Angara, a more comprehensive and stringent Implementing Rules and Regulations (IRR) for the Anti-Bullying Act of 2013 has been released. This workshop is vital for our Public Schools District Supervisors, School Heads, Designated Guidance Counselors and Learner Rights and Protection Focal Persons to fully understand the new IRR and its implications for our schools, ensuring SDO Capiz is fully compliant with national standards.



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By focusing on the creation of a Localized Anti-Bullying Policy, we will be able to move beyond a generic approach and tailor the national guidelines to the specific needs and cultural context of our communities. This localization is a critical step to ensure the policy is not just a document on a shelf, but a practical and effective tool that works for our students. Furthermore, the workshop's core mandate is the integration of DepEd's Mental Health and Adolescent Reproductive Health (ARH) standards directly into the policy framework, establishing a holistic approach to student protection and support.

The workshop will also guide the development of a Learner's Code of Conduct, which complements the anti-bullying policy by promoting a culture of respect, accountability, and discipline. This code will serve as a foundational guide for student behavior, empowering our schools to proactively address issues and foster a positive atmosphere for both academic and personal growth.

In essence, this training is a strategic and timely initiative to align our division's practices with the new national standards while directly addressing the rising local challenges. It is a proactive measure to ensure that every learner in SDO Capiz is safeguarded and equipped to succeed in a secure and nurturing educational environment.

## **II. OBJECTIVES:**

At the end of the training workshop, the participants will be able to:

1. Analyze and apply the key provisions and new Implementing Rules and Regulations (IRR) of the Anti-Bullying Act of 2013 (DepEd Order No. 55, s. 2024), ensuring SDO Capiz's full compliance with national standards.
2. Formulate a culturally sensitive and localized Anti-Bullying Policy that effectively addresses the specific types of bullying prevalent in SDO Capiz schools, seamlessly integrating provisions for Mental Health and Adolescent Reproductive Health (ARH) support services.
3. Develop a comprehensive and context-responsive Learner's Code of Conduct that complements the anti-bullying policy by promoting a culture of respect, accountability, and positive behavior.
4. Design a Localized Division Anti-Bullying Referral and Intervention Protocol that clearly outlines reporting, investigation, and disciplinary procedures, while also incorporating pathways for mental health first-aid and referral.



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5. Identify and design effective strategies for the comprehensive dissemination and sustained implementation of the newly crafted localized policies and Code of Conduct to all stakeholders (students, parents, and school personnel).

**III. METHODS AND STRATEGIES:**

- First, issuance of the Division Memorandum as to the conduct of the training.
- Second, schools will pre-register on the link provided in the Division Memorandum to confirm their attendance.
- Third, the orientation of the Working Committees a week before the conduct of the activity.
- Lastly, conduct the activity following the Activity Matrix to ensure that the time is well-managed and the activities are well-implemented.

**IV. TECHNICAL WORKING GROUP:**

CHAIRPERSON: **JHEAN MAE GRACE LINGCO**

Project Development Officer-I Learner Formation

CO-CHAIRPERSON: **CANDELARIA TALABUCON**

Nurse-II/Mental Health Focal Person

MEMBERS: **YZARDA CLAUDETTE BALLERA**, Project Development Officer-I Learner Formation

**ROLENDY DE PEDRO**, Nurse II, ARH Alternate Focal Person

**JASON PORTADA**, Project Development Officer-I

**RALPH QUEJADA**, COS, Sports

**RONALD D. DILE**, SEPS-SMME

**2 NURSES TO BE ASSIGNED DURING THE TRAINING**

**V. BUDGET:**

DAY 1 Meals (AM & PM Snacks, Lunch) 207pax x Php 600.00	124,200.00
DAY 2 Meals (AM & PM Snacks, Lunch) 127 pax x Php 600.00	76,200.00
DAY 3 Meals (AM & PM Snacks, Lunch) 207pax x Php 600.00	124,200.00
Coupon bond A4 5 reams x Php 285.00	1,425.00
Ballpen 200 pcs. x Php 10.00	2,000.00
Long Plastic Envelop 200 pcs x Php 18.00	3,600.00
Notebooks 200 pcs x Php 20.00	4,000.00
Total:	<b>Php 335,625.00</b>



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Prepared by:

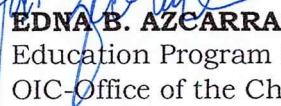
  
**JHEAN MAE GRACE LINGCO**  
Project Development Officer-I

  
**CANDELARIA TALABUCON**  
Nurse-II, Mental Health Focal

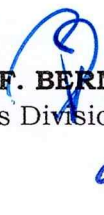
  
**YZARDA CLAUDETTE BALLERA**  
Project Development Officer-I

  
**ROLENDY DE PEDRO**  
Nurse-II, ARH Alternate Focal

Recommending Approval:

  
**EDNA B. AZCARRAGA PhD**  
Education Program Supervisor SGOD  
OIC-Office of the Chief Education Supervisor SGOD

Approved:

  
**ROEL F. BERMEJO**  
Schools Division Superintendent





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**TRAINING MATRIX**

**SDO CAPIZ POLICY WORKSHOP: CRAFTING OF LEARNER'S HANDBOOK, CONTAINING LOCALIZED ANTI-BULLYING, CHILD PROTECTION, CODE OF CONDUCT, FUNCTIONAL REFERRAL MECHANISM AND MENTAL HEALTH**

Time	Day 1	Day 2	Day 3
7:00-8:00 A.M	Registration	Management of Learning	Management of Learning
8:00-8:40 A.M	A. Prayer B. Pambansang Awit C. Welcome Remarks D. Inspirational Message E. Keynote Address F. Message of Challenge Introduction of Participants		
8:40-9:40 A.M	House Rules and Leveling of Expectations	Localized Child Protection Policy and Referral Mechanism Learner's Handbook (Part XIII)	Non-Suicidal Self-Injury Protocol
9:40-10:40 A.M	Objective Setting	(JHEAN MAE GRACE LINGCO) Presentation of Child Protection Localized Referral Pathway	



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		(1 Secondary School, 1 Integrated and 1 District)	(CANDELARIA TALABUCON)
10:40-10:45 A.M	Health Break		
10:45 A.M -12:00 NN	Revised Implementing Rules and Regulations of Republic Act No. 10627 Otherwise Known as the Anti-Bullying Act of 2013.  (ATTY. JOSEPH ITURALDE)	Localized Anti-Bullying Policy Development Introduction and Preventive Strategies and Intervention Program Learner's Handbook (Part XIV)  (JHEAN MAE GRACE LINGCO)	Mental Health First Aid  (CANDELARIA TALABUCON)
12:00 NN -1:00 P.M	Health Break		
1:00-2:00 P.M	Overview of the Learner's Handbook  (ALAN B. ALTAMIA)	Learner's Handbook Additional School Policies Section (Part XV to Part XVII)  (JHEAN MAE GRACE LINGCO)	Postvention Management of Suicide  (CANDELARIA TALABUCON)
2:00- 3:00 P.M	Learner's Handbook Main Section (Part I to Part IX)  (ALAN B. ALTAMIA)	Learner's Handbook Stakeholders Section (Part XVIII to Part XX)  (ROMAR JARVELO)	Adolescent Reproductive Health (ARH) Referral Pathway  (ROLENDY DE PEDRO)



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3:00-4:00 P.M	Learner's Handbook School Policies Section (Part X to Part XII)  (ALAN B. ALTAMIA)	Learner's Handbook Conclusion Section (Part XXI to Part XXV)  (JHEAN MAE GRACE LINGCO)	Closing Program
4:00-5:00 P.M	Presentation of Outputs  (1 Secondary School, 1 Integrated and 1 District)	Presentation of Outputs  (1 Secondary School, 1 Integrated and 1 District)	



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