



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

September 11, 2024

DIVISION MEMORANDUM
No. 630, s. 2024

**ENSURING THE PROVISION OF BRIEF TOBACCO INTERVENTION (BTI) TO
PERSONNEL AND LEARNERS IN THE DEPARTMENT OF EDUCATION**

To: ASDS
Chief, CID and SGOD
Education Program Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned

1. In consonance with Regional Memorandum No. 809, s. 2024 entitled: "*Ensuring the Provision of Brief Tobacco Intervention (BTI) to Personnel and Learners in the Department of Education*", hence the issuance of this Memorandum.
2. That the Schools Division Superintendent (SDS) officially designated **Ms. Adeline Carmen C. Dagamac**, one of our School Health Personnel as our **DepEd- Tagbilaran City BTI provider**, who will facilitate access to cessation services for learners, DepEd teaching and non-teaching personnel.
3. In line with this, School Heads are directed to officially designate the Guidance Counselor/Guidance designate or a non-teaching personnel who can provide BTI services to other school personnel and learners in need of such services.
4. A link is provided for the school head to input the essential information for the designated BTI provider in their respective schools (BTI trained or not trained) please check the template provided in the link: <http://bit.ly/4ejo9et>.
5. Deadline for submission is on Monday, September 16, 2024. Consolidated Report will be submitted to the Regional Office on the same date.
6. Please refer to the attached Memorandum for further details.
7. Immediate and wide dissemination of this Memorandum is hereby enjoined.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAL/SGOD/MCC/accd



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM


05 SEP 2024

No. 809 s. 2024

**ENSURING THE PROVISION OF BRIEF TOBACCO INTERVENTION (BTI) TO
PERSONNEL AND LEARNERS IN THE DEPARTMENT OF EDUCATION**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. This Office disseminates the attached Memorandum DM-OUOPS-2024-09-06684, titled "*Ensuring the Provision of Brief Tobacco Intervention (BTI) to Personnel and Learners in the Department of Education*" for the information and guidance of all concerned.
2. Schools Division Superintendents (SDS) shall officially designate a school health personnel or a guidance counselor who will provide BTI and facilitate access to cessation services. Use the attached Annex B for the template.
3. The official designation should be submitted to Dr. Rogelio John M. Villamor Jr., Medical IV, to his email address at rogelio.villamor@deped.gov.ph on or before September 10, 2024.
4. For immediate dissemination and compliance of this Memorandum.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director



Doña M. Gaisano St., Sudlon, Lahug, Cebu City
Telephone Number: 639773295904 local 700

 DepEd Tayo Region VII

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-09-06681

**TO : REGIONAL DIRECTORS AND BARMM EDUCATION MINISTER
 SCHOOLS DIVISION SUPERINTENDENTS**

FROM : ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

DR. DEXTER A. GALBAN
Assistant Secretary for Operations Learner Support Services

**SUBJECT : ENSURING THE PROVISION OF BRIEF TOBACCO
 INTERVENTION (BTI) TO PERSONNEL AND LEARNERS
 IN THE DEPARTMENT OF EDUCATION**

DATE : August 15, 2024

DepEd Order No. 48, s. 2016 or the *Policy and Guidelines on Comprehensive Tobacco Control* provides, among others, that “DepEd shall make **cessation intervention services, particularly brief interventions**, available and accessible to students and personnel in need of such services.”

The DepEd Order defines Cessation Interventions as “the treatment of tobacco dependence which includes a range of techniques such as motivation, [advice] and guidance, counseling, telephone and internet support, and appropriate pharmaceutical aids all of which aim to encourage and help tobacco users to stop using tobacco and to avoid subsequent relapse.” Meanwhile, the World Health Organization (WHO) defines brief tobacco intervention (BTI) or “brief advice” as “advice to stop using tobacco, usually taking only a few minutes, given to all tobacco users, usually during the course of a routine consultation or interaction.”

DO 48, s. 2016 further provides that “the Department and all schools shall provide training to counselors and guidance teachers for brief cessation interventions for children, adolescents, and adults as well as coordinate with the [Department of Health (DOH)] for assistance.”

1. In line with these provisions of the DepEd Order, Schools Division Offices (SDOs) are instructed to ensure that they have **designated school health personnel** in charge of ensuring that BTI services are accessible to **learners and personnel in schools** under their respective jurisdictions. This can be done through the following:



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
 Telephone Nos.: (02) 8633-5313; (02) 8631-8492
 Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

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- a. **Promote access to such services** by increasing awareness of available platforms such as the DOH Quitline (**Annex A**), any local hotlines and service providers that provide such services);
- b. Ensure that the **schools in their respective jurisdictions have designated non-teaching personnel** (e.g., school-based personnel in charge of clinics, guidance counselors, guidance advocates) who can provide BTI services to other school personnel and learners in need of such services;
- c. Ensure that the said **school non-teaching personnel are capacitated**, either through organizing trainings in coordination with the DOH or the local health office, or linking them to available trainings;
- d. (In the absence of a trained BTI provider in schools) **Provide BTI to, and facilitate cessation services for**, learners and school personnel concerned during their visits to/deployment in the school, or remotely from their stations at the SDO, as practicable; and
- e. Properly **document and monitor BTI and cessation services** in their respective jurisdictions for eventual reporting to offices that would require such documentation.

Designated personnel are also encouraged to extend the provision of BTI to, and the facilitation of cessation services for, other personnel in the SDO, as practicable, as part of the services offered in the SDO clinic.

2. To ensure that the designated SDO and school non-teaching personnel can effectively perform the abovementioned tasks, SDOs shall ensure that such personnel **possess the following qualifications**:
 - a. Possess basic knowledge and skills related to the delivery of health and/or counseling services (e.g., motivational interviewing, active listening, coaching);
 - b. Have a health background, preferably a health professional or a registered guidance counselor;
 - c. Have undergone training and experience in the provision of BTI, or be willing and available to undergo training on BTI if not previously trained;
 - d. Be willing to undergo a TOT and to conduct roll-out training for other potential school-based BTI providers in their respective jurisdictions;
 - e. Be a non-smoker and non-user of Electronic Nicotine and Non-nicotine Delivery System (ENDS/ENNDS; e.g., vape, e-cigarette), or have already quit smoking or ENDS/ENNDS use for at least one year; and
 - f. Not be affiliated with the tobacco or ENDS/ENNDS industry (e.g., the designated personnel or their immediate family do not own a store that sells tobacco products or a vape shop).

3. Regional Offices (ROs), through designated personnel at the School Health and Nutrition (SHN) Unit at the Education Support Services Division (ESSD), shall **provide necessary support to the SDOs** through quality assurance and monitoring and evaluation. Said personnel, upon proper training, are also encouraged to extend the provision of BTI to, and the facilitation of cessation



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services for, other personnel in the RO, as practicable, as part of the services offered in the RO clinic.

4. To support the field in the abovementioned initiatives, the Bureau of Learner Support Services-School Health Division (BLSS-SHD), in coordination with the DOH, shall **organize a series of Basic Training and Training of Trainers (TOT) on BTI**, until every RO and SDO has at least one Trainer who can conduct BTI Trainings for school personnel in their respective jurisdictions.
 - a. **Two batches of a Basic Training** are scheduled in October and in November this year. Priority shall be personnel who have not previously attended any BTI Training. The BLSS-Office of the Director (BLSS-OD) shall issue subsequent memoranda regarding the conduct of the said trainings.
 - b. The **TOT**, exclusively for those who have previously attended a Basic Training and have provided BTI to learners, will be scheduled beginning 2025. TOT completers shall be expected, and provided with necessary support, to train school personnel in the provision of BTI especially to learners.
 - c. In preparation for these trainings, ROs are instructed to submit on or before **August 30, 2024** to the BLSS-SHD (blss.shd@deped.gov.ph), an **updated consolidated list of their designated personnel to provide BTI and facilitate access to other cessation services** using the attached form (**Annex B**).
 - i. The designated personnel's **contact information** is being asked to facilitate dissemination of resources that can support the personnel. A Facebook/Messenger Group may also be created for this purpose; hence, the request for the personnel's Facebook profiles/usernames.
 - ii. Personnel who will declare that they have attended BTI-related trainings attended shall be able to **present certificates of training** when asked to do so before the TOT. Similarly, personnel who will declare that they have practiced provision of BTI shall be able to provide **means of verification** when asked to do so before the TOT.
 - d. BLSS-SHD shall identify the participants to be prioritized in the FY 2024 trainings based on the information to be submitted by the ROs.
5. While BLSS-SHD rolls out BTI trainings, the ROs and the SDOs are encouraged to coordinate similar trainings for their designated personnel as their resources permit, or avail of similar offerings from reliable training providers such as the DOH.

For questions and further clarifications, please contact **Gian Erik M. Adao**, Education Program Specialist II, BLSS-SHD, through email at blss.shd@deped.gov.ph, landline number (02) 8632-9935, or Viber +639684903488.

[BLSS-SHD/GMA]



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DOH QUITLINE

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QUIT SMOKING
AND VAPING TODAY**

**CONTACT THE DOH QUITLINE
1558**

f FACEBOOK.COM/DOHQUITLINEOFFICIAL
09212039534 SMART/TNT/SUN
09776277539 GLOBE/TM

For questions about DepEd's Comprehensive Tobacco Control Program, please contact the Bureau of Learner Support Services-School Health Division (BLSS-SHD) through email at blss.shd@deped.gov.ph.

deped.gov.ph

DepEd Philippines

[depedphilippines](https://www.instagram.com/depedphilippines)

DepEd_PH

Annex B

Designated Personnel to Provide BTI and Facilitate Access of DepEd Personnel and Learners to Cessation Services

Data Privacy Notice: DepEd complies with the Data Privacy Act of 2012 and is committed in protecting your privacy. The Bureau of Learner Support Services-School Health Division collects the following personal information for the purpose of documentation and of coordinating the Comprehensive Tobacco Control Program and the activities related to the provision of Brief Tobacco Intervention (BTI) in DepEd. Information collected through this form will be stored for as long as necessary. Relevant information will be shared to the Department of Health as DepEd's partner for the BTI Training. No other information will be shared with other third parties without seeking consent or any legal basis. By submitting this form, personnel concerned consent to the collection, use, and retention of their personal information.

Office	Name of Personnel (As it would appear on a Certificate)	Position Title	Date Started in the Current Position	Contact Information			Underwent BTI-Related Training? (Yes/No)	BTI-Related Trainings Attended <small>(Indicate ALL TRAININGS with Certificate Issued; write N/A if no training attended yet)</small>		Practiced BTI Provision? (Yes/No)	
				DepEd Email (@depd.gov.ph)	Contact Number	Facebook Name/@username		Title of Training	Date of Training		Training Provider
c.g. <i>Hatimbanua City</i>	<i>Juanna P. Dela Cruz, RV</i>	<i>Nurse II</i>	<i>April 2, 2018</i>	<i>juanna001.delaacruz</i>	<i>09684903498</i>	<i>Jhoan DC/@jhoanDC88</i>	Yes	<i>WHO e-Learning Course, Training for primary care providers: brief tobacco interventions</i>	<i>April-May 2014</i>	<i>WHO</i>	Yes
<i>Kalusugan Province</i>	<i>John P. Cruz, MD</i>	<i>Medical Officer III</i>	<i>November 8, 1986</i>	<i>john005.cruz</i>	<i>(02)-8632-9935</i>	<i>Jn Cruz/@jncruz</i>	No	<i>Training on Brief Tobacco Intervention</i>	<i>October 10-12, 2018</i>	<i>DOH Central Office</i>	N/A
Regional Office											
1.											
...											
Schools Division Offices											
2.											
3.											
...											
N											

This is to attest that the above list enumerates all the Personnel Designated to Provide BTI and Facilitate Access to Cessation Services in the Regional Office and all the Schools Division Offices (SDOs) of DepEd-_____, as officially designated by the undersigned and/or their respective Schools Division Superintendents. These coordinators have expressed that they are non-smokers and non-users of Electronic Nicotine and Non-Nicotine Delivery System (ENDS/ENNS; e.g., vape, e-cigarette) and that they are not affiliated with the tobacco industry.

Approved/ submitted by:

Regional Director's Name and Signature