



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

**Office of the Schools Division
Superintendent**

September 18, 2025

DIVISION MEMORANDUM
SGOD-2025- 202

To: **AQUILINO T. MILAR JR. JD, PhD**- Administrative Officer V
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ADELINE CARMEN C. DAGAMAC- Nurse II
JOERMELYNE P. PASILBAS- Project Development Officer I

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CORAZON H. SAMUYA- Principal, Dr. Cecilio Putong National High School-JHS

ATTN: **MARY GRACE TAMPOS** – Registered Guidance Counselor, Manga NHS
MARIA SANDRA ISABEL S. FORTICH- Head Teacher V, DCPNHS-JHS

**REGIONAL WORKSHOP ON THE HARMONIZED REFERRAL MECHANISM FOR
LEARNERS' HEALTH, PROTECTION, AND WELLNESS**

1. You are hereby directed to attend the Regional Workshop on the Harmonized Referral Mechanism for Learners' Health, Protection and Wellness on September 29, 2025 to October 01, 2025 in Banilad, Cebu City.
2. Traveling and incidental expenses of the school personnel shall be charged against the School MOOE while the traveling and incidental expenses of the division personnel shall be charged against the Division MOOE/Division Mental Health Funds.
3. For details, kindly see attached Regional Memorandum.
4. For your guidance and compliance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

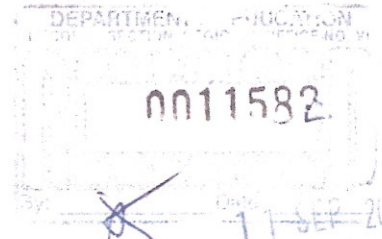
WDB/JAL/SGOD/MCC/jpp



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



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 9/18/25 @ 9:00 am

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Office of the Regional Director

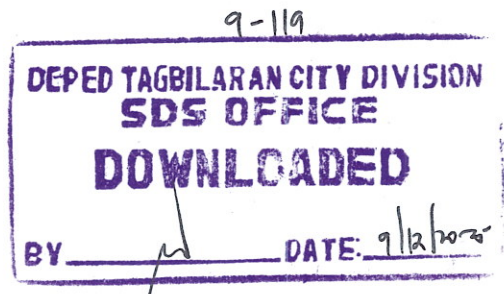
REGIONAL MEMORANDUM

No. 0913 s. 2025

REGIONAL WORKSHOP ON THE HARMONIZED REFERRAL MECHANISM FOR LEARNERS' HEALTH, PROTECTION, AND WELLNESS

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

1. In support of the Department of Education's (DepEd) 5-Point Reform Agenda, which emphasizes the protection of learners' physical and mental well-being, this Office will conduct the **Regional Workshop on the Harmonized Referral Mechanism for Learners' Health, Protection, and Wellness** on **September 29 to October 1, 2025**. The venue shall be announced through a separate memorandum.
2. This activity seeks to address the challenges faced by Schools Division Offices (SDOs) in establishing consistent referral systems by developing a harmonized referral mechanism that integrates four (4) key programs-**Mental Health, Adolescent Reproductive Health (ARH), National Drug Education Program (NDEP), and Learners' Rights Protection (LRP)** to ensure a holistic and coordinated approach to learner health and wellness.
3. Expected participants are the following from each of the twelve (12) SDOs.
 - Mental Health Focal Person
 - Adolescent Reproductive Health Focal Person
 - National Drug Education Program Focal Person
 - Learners' Rights Protection Focal Person
 - Legal Officer
 - 1 RGC/ Guidance Designate per division
 - 1 Secondary School Head per division
4. The workshop aims to:
 - a. Establish a unified referral mechanism that streamlines processes across programs for timely and coordinated intervention;
 - b. Clearly define the roles and responsibilities of referral teams, including the legal unit, through a responsibility matrix, and strengthen coordination with partner agencies to ensure proper interventions for learners;
 - c. Build the capacity of participants in managing psychosocial, behavioral, and protection related concerns of learners; and
 - d. Ensure compliance with the Data Privacy Act of 2012 in handling learner information.



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DepEd Tayo Region VII

region7.deped.gov.ph




5. To maximize workshop outputs, participants are directed to bring any readily available documents (e.g., referral forms, MOAs with partner agencies, existing school or division referral protocols, or related data) that may support the workshop discussions and group activities.
6. Meals and accommodation shall be provided, chargeable against the Regional Mental Health Funds downloaded to the host division, Mandaue City. Traveling and incidental expenses shall be charged against Division/School MOOE, local funds, or Division Mental Health Funds, subject to existing accounting and auditing rules and regulations.
7. Check-in of participants is on **September 29, 2025 (12:00 NN)** with lunch as the first meal. Check-out is on **October 1, 2025**, with lunch as the last meal. The detailed program matrix is attached as **Annex A**.
8. All participants are directed to confirm attendance not later than **September 12, 2025** through the link provided below or scan the QR code.

<https://forms.office.com/r/fWBF3kcdU6>



9. Immediate dissemination of and compliance with this Memorandum are directed


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



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Department of Education
REGION VII - CENTRAL VISAYAS

ANNEX A

**REGIONAL WORKSHOP ON THE HARMONIZED REFERRAL MECHANISM
FOR LEARNERS' HEALTH, PROTECTION, AND WELLNESS**

Day 1 – September 29, 2025

Time	Session Title	Session Objective	Methodology
8:00- 12:00 NN	Arrival and Registration		
12:00- 1:00 PM	Lunch		
1:30 – 2:00 PM	Opening Program <ul style="list-style-type: none">▪ National Anthem, Prayer, Bagong Pilipinas Hymn, Regional Hymn, DepEd Quality Policy Statement▪ Welcome Message▪ Rationale▪ Keynote Message	Formally open the activity and set expectations	Messages, overview, house rules
2:00 – 2:30 PM	Session 1: Strengthening a Functional Referral System for Learners	Explain the importance and core elements of a referral system	Lecturette + guided discussion
2:30 – 3:00 PM	Health Break		
3:00- 3:45 PM	Session 2: Key Provisions of DepEd Order No. 40, s. 2012 – The Child Protection Policy and Related Issuances	Familiarize participants with legal and policy mandates guiding referrals	Input + policy walkthrough
3:45- 4:45 PM	Session 3: Data Privacy and Ethical Handling of Learner Information in Interventions	Ensure compliance with data privacy principles	Lecture + scenario analysis
4:45 – 5:00 PM	Plenary Reflection & Synthesis	Process learning	Open forum & sharing
5:00 PM- 6:00 PM	PMT Debriefing (<i>Internal</i>)	Reflect on program implementation, gather feedback, and identify follow-through actions	

Day 2 – September 30, 2025

Time	Session Title	Session Objective	Methodology
8:00- 8:30 AM	Preliminaries		
8:30 – 9:30 AM	Session 4: Mapping and Optimizing Access to Government and NGO Services for Learners	Present available external services and referral entry points	Agency presentations & Q&A
9:30 – 10:30 AM	Session 5: Role of Barangay Local Government Units (BLGUs) in Supporting Learner Interventions	Clarify the LGU role in protection and support	Case examples + discussion
10:30 – 10:12:00	Health Break		
10:45 – 12:00 NN	Session 6: Assessing Gaps and Challenges in Learner Support	Surface issues and challenges in current practices	Group workshop + Actual case discussion
12:00- 1:00 PM	Lunch Break		
2:45 – 5:00 PM	Session 7: Designing a Harmonized Referral Pathway and Monitoring Mechanism (Part I)	Co-create a harmonized referral pathway	Group work + mapping activity
5:00 PM- 6:00 PM	PMT Debriefing	Reflect on program implementation, gather feedback, and identify follow-through actions for Day 1	Guided reflection + documentation

Day 3 – October 01, 2025

Time	Session Title	Session Objective	Methodology
8:00- 8:30 AM	Preliminaries		
8:30 – 9:30 AM	Presentation of outputs	Finalize referral mechanism	Workshop continuation
9:30 – 10:30 AM	Session 8: Promoting Well-Being and Resilience: Caring for the Carers	Highlight importance of self-care among service providers	Lecture + reflective activity
10:30 – 10:45 AM	Health Break		
10:45 – 11:30 AM	Closing Program and Ways Forward	Summarize learning and secure commitments	Synthesis, commitment setting, messages
12:00- 1:00 PM	Lunch Break		
1:00- onwards	Departure		