

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

November 24, 2025

DIVISION MEMORANDUM
NO. 421, s. 2025

**CONDUCT ACTIVITY ON "MIND MATTERS", STRENGTHENING MENTAL HEALTH
IN THE FIGHT AGAINST SUBSTANCE ABUSE.**


To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Education Program Supervisor in MAPEH
Division NDEP Coordinator
Division Youth Formation Coordinator
Senior Education Program Specialist-M&E
Guidance Counselor II
Administrative Assistant III in Cogon ES
Secondary MAPEH Teachers
All BKD Teacher-Advisers and Officers
All Others Concerned

1. The School Health and Nutrition Unit will be conducting the Activity titled, "Mind Matters", Strengthening Mental Health in the fight against Substance Abuse on November 28, 2025 at Cogon National High School and November 29, 2025 at El Salvador City Central School, 8:00AM-5:00PM. (See Enclosure 2 for separate sheet of program of activity and Enclosure 3 for parents' consent).
2. This activity aims to recognize and address mental health challenges that often lead to substance abuse, strengthen mental health awareness and resilience, and develop healthy coping mechanism for stress and emotional challenges.
3. Furthermore, all MAPEH teacher participants are advised to create their action plan during the conduct of the activity. This memorandum serves as the Official Authority of Travel for the identified participants.
4. Teaching and non-teaching participants involved in the conduct of this activity during the weekend and/or holidays shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
5. This Office shall adhere to Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.



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6. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Attachment.: As stated
Reference: Division Memorandum No.219, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

ACTIVITY/WORKSHOP SMH

SGOD/vplt



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Enclosure 2: Activity Matrix

“MIND MATTERS”, STRENGTHENING MENTAL HEALTH IN THE FIGHT AGAINST
 SUBSTANCE ABUSE.

(November 28, 2025, Day 1 – Cogon National High School)

| Date/Time | Activity | Person Involved |
|---|---|--|
| Day 1: November 28, 2025 | | |
| Part I. | | |
| 8:00-8:30AM | Registration | |
| 8:30-9:00AM | Preliminaries | |
| | Makabayan Song | Canned |
| | Prayer | Canned |
| | Welcome Message | |
| | Message | RANDOLPH B. TORTOLA Schools Division Superintendent |
| | Message | VANITY JADE C. LAZAGA EPS in MAPEH |
| | Statement of Purpose | VANESSA PRORES L. TIAD N II |
| Part II. PROGRAM PROPER | | |
| 9:00-11:00AM | “MIND MATTERS”, STRENGTHENING MENTAL HEALTH IN THE FIGHT AGAINST SUBSTANCE ABUSE. | PAMELA LOUIS F. MARBAN Guidance Counselor II/Resource Speaker |
| 11:00AM-12:00NN | Activity/Open Forum | |
| 12:00-1:00PM | LUNCH | |
| 1:00-4:00PM | Creation and Presentation of Action Plan | MAPEH Teachers |
| 4:00-5:00PM | Closing Program | |
| Program Host: MARICRIS P. QUISMUNDO , SEPS-M&E | | |

“MIND MATTERS”, STRENGTHENING MENTAL HEALTH IN THE FIGHT AGAINST
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(November 29, 2025, Day 2 – El Salvador City Central School)

| Date/Time | Activity | Person Involved |
|--|--|--|
| Part I. | | |
| 7:30-8:30AM | Registration | Committee In-charge |
| 8:30-9:00AM | Preliminaries | |
| | Prayer | PRINCESS NICOLE MACARANDAN DFBKD-Vice President |
| | Makabayan Song | RHEA ABELLANOSA BKD Officer-MNHS |
| | Welcome Remarks | DEVIN CLYDE BACASMOT DFBKD President |
| | Inspirational Message | RYAN MATTHEW AGAN NSSLG-Secretary |
| | Message | MARICRIS P. QUISMUNDO SEPS-M&E |
| | Statement of Purpose | ESMAEL V. MALACO Jr. PDO I |
| | Roll Call of Participants | EMMANUEL VIRTUDEZ BKD Officer-ECNHS |
| | House Rules | VANESSA PRORES L. TIAD N II |
| | Opening Salvo | BKD TEACHER-ADVISER and DFBKD OFFICERS |
| Part II. Program Proper | | |
| 9:00-10:00AM | “Peer Pressure and Choices: Saying No with Confidence” | FRITZIE LYNNE B. GEQUINTO, ADAS III Resource Speaker |
| 10:00-10:30AM | Open Forum/Awarding of Certificate of Recognition for the Resource Speaker | |
| 10:30-12:00NN | Laro ng Lahi Games | |
| 12:00-1:00PM | LUNCH | |
| 1:00-4:00PM | Simultaneous Conduct of various contest | |
| 4:00-5:00PM | Closing Program | |
| | Takeaways | |
| | Closing Message | VANESSA PRORES L. TIAD N II |
| | Closing Prayer | |
| | UNITY DANCE FOR ALL | |
| | End | |
| Program Host: MARIANNE B. NERI AND KINGSTONE APPEGU BKD Officers | | |

Enclosure 2: Parent’s Consent



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Parent's Consent Form

Name of Student Leader: _____
Birthday: _____ Sex: _____
Parent's/Guardian's Name: _____
Relationship to Student Leader: _____
Address: _____
Contact Number: _____
Activity: **CONDUCT ACTIVITY ON "MIND MATTERS", STRENGTHENING MENTAL HEALTH IN THE FIGHT AGAINST SUBSTANCE ABUSE.**
Venue: El Salvador City Central School Covered Court
Date & Time: November 29, 2025
7:00AM to 5:00PM

As the parent/guardian of the abovementioned learner, I hereby acknowledge that I have been informed of the details of the off-campus activity and voluntarily and freely elect to participate in this off-campus activity. Furthermore, I understand the risks associated with an off-campus activity and agree that the rules and regulations established for the said activity are for the safety and security of the participants, and thus agree to instruct my child or children to obey them.

Having understood all the aforementioned, I hereby consent to allow my child or children to participate, acknowledging all the foregoing. I am also solely responsible for providing travel insurance and any expenses for my child or children's participation in the activity.

Parents/Guardian's Name & Signature

Date

Notes (other information you may wish to inform the teacher, such as child's medical condition, etc.)