


	<p style="text-align: center;">Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal La Trinidad, Benguet</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 09-03-2018</p>
<p style="text-align: center;"><b>DIVISION MEMORANDUM</b> No. 104, s. 2020</p>		<p style="text-align: center;">Name of Office: <b>SGOD- YOUTH FORMATION</b></p>	

**TO:** Chief SGOD and CID  
Public Schools District Supervisors and Coordinating Principals  
Public Elementary and Secondary School Heads

**FROM:**   
**BENILDA M. DAYTACA**, EdD, CESO VI  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

**SUBJECT:** **IBENGUET COUNSELORS ON CALL: PROVIDING PSYCHOLOGICAL FIRST AID (PFA) AND PSYCHOSOCIAL SUPPORT SERVICES (PSP) FOR LEARNERS, TEACHING AND NON-TEACHING PERSONNEL**

**DATE:** 17 April 2020

MAY 28 2020  


1. In light of the enhanced community quarantine (ECQ) brought about by the COVID 19 Pandemic, the Schools Division of Benguet shall provide **Psychological First Aid (PFA) and Psychosocial Support Services (PSP) for Learners, Teaching and Non-Teaching Personnel** as part of the Division Quick and Response Team- Covid 19 from April to May 2020.
2. The objectives of the activity are;
  - a. to provide Psychological First Aid (PFA) and Psychosocial Support Services (PSP) through online platforms to learners, teaching and non-teaching personnel who are directly or indirectly affected by the COVID 19 pandemic.
  - b. to refer and link identified clients for referral to appropriate agencies (if deemed necessary).
3. PFA and PSP Providers are duly Registered Guidance Counselors and Trained PFA Facilitators.
4. For questions and concern, kindly direct them to Mr. Kenneth W. Kelcho (0929-484-6740) or Mr. Joven B. Agtani (0918-5191-656).
5. Refer to Enclosure 1 for the Guidelines of the Activity.
6. Immediate dissemination of and strict compliance with this memorandum is desired.

GUIDELINES

**IBENGUET COUNSELORS ON CALL: PROVIDING PSYCHOLOGICAL FIRST AID (PFA) AND PSYCHOSOCIAL SUPPORT SERVICES (PSP) FOR LEARNERS, TEACHING AND NON-TEACHING PERSONNEL**

*Objectives*

- To provide Psychological First Aid (PFA) and Psychosocial Support Services through online platforms to learners, teaching and non-teaching personnel who are directly or indirectly affected by the COVID 19 pandemic.
- To refer and link identified clients for referral to appropriate agencies (if deemed necessary).

*Target clientele*

- SDO Benguet Learners, Teaching and Non-Teaching Personnel

*Working Committee*

<b>Team Leader</b>	Joven B. Agtani, <i>YF Coordinator</i>
<b>Members</b>	Registered Guidance Counselors <ol style="list-style-type: none"><li>1. Rolando F. Malafu (<i>Cordillera RSHS</i>)</li><li>2. Joan Hertimia B. Wagang (<i>Ampusongan NHS-Main</i>)</li><li>3. Eunice D. Budo (<i>TSHI-Main</i>)</li><li>4. Tina C. Dolnagon (<i>TSHI-Main</i>)</li><li>5. Jeshanah B. Salda (<i>Benguet NHS-Main</i>)</li><li>6. Brenda M. Matias (<i>GBDAIS-Main</i>)</li></ol> Trained PFA Provider <ol style="list-style-type: none"><li>1. Kenneth W. Kelcho</li></ol>
<b>Mobilization</b>	Dr. Mary Grace Matias, <i>Medical Officer</i> Nerissa I. Barbosa, <i>DRRM Coordinator</i>
<b>Consultants</b>	Benilda M. Daytaca, <i>Ph D., CESO VI, SDS</i> Lucio B. Alawas, <i>Chief SGOD</i>

*Duration*

- April 2020-May 2020

*Methodology*

- Call or text message to 0918-5191-656 for appointments and inquiries. Clients can also send a private message to Benguet Stingers (Official FB Page).

*Mechanics*

- Contact the above information (call, text or private message) from Monday to Friday and clients will be given their schedule.
- At the onset of each session, the counselor shall discuss the Informed Consent and Rules of Confidentiality. Learners who are below 18 shall be required to have their Parent's Waiver upon participation.
- Counselors will only cater to concerns related to the adjustments, issues brought about by COVID19 pandemic.

*Notes on Ethical Considerations of PFA & PSP Providers (based on PGCA Guidelines in the conduct and delivery of Mental Health Services during the Covid Crisis):*

- Counselors should avoid dual relationships such as personal, familial, social, business relationship with the client for the professional relationship not to be jeopardized
- Counselors should apply utmost confidentiality, know the limitations of confidentiality and inform the clientele about the limitations of confidentiality using online means of communications

- Counselors should explain the limitations, benefits of the use of online platforms as part of their informed consent
- Counselors should determine if the client is capable of using the electronic way of communication and if the application is appropriate to them
- Counselors should be sensitive to the cultural meanings of confidentiality and their way of communication
- Counselors should know when to refer their client to expert professionals in the field when needed
- Counselors stick to the LLL principle: Look, Listen and Link



15 April 2020

## ACTIVITY REQUEST PROPOSAL

**Title: IBENGUET COUNSELORS ON CALL: Providing Mental Health and Psychosocial Support Services (PSP) for Learners, Teaching and Non Teaching Personnel and Local Government Unit (LGU) Front liners and Volunteers**

### *Rationale*

With the advent of Mental Health Act of 2018 or also known as RA 11036, Filipinos have the right to avail mental health services similarly to that of physical health.

In DepEd context, one of the mental health services that learners and teaching and non teaching personnel can avail is the provisions of counseling and/or Psychosocial support services. Both services are integral program under the Disaster Risk and Reduction Management (DRRM) and School Health and Nutrition- Mental Health Programs and Psychosocial Support Services (MHPSS). Providing counseling and PSP are both interventions being used by Mental Health Professionals in handling cases of an individual or group of individuals who have been directly exposed to crisis, disasters and emergencies. Its scope centers on providing humane, supportive and practical help to fellow human beings suffering from a serious crisis event. Early and adequate counseling and PSP can prevent distress developing into something more severe and help learners and teachers become reconciled with their every routine.

In light of the enhanced community quarantine (ECQ) brought about by the COVID 19 Pandemic, it is important to provide and extend such services today to help prevent possible distress and suffering from developing into something severe. At the end of the intervention, clients who avail mental health and PSP services can do better in coping in the long term. Furthermore, we believe that as counselors, we open our doors to these types of services for prevention purposes and for a mentally healthy learners, teaching and non teaching and community.

### *References*

- SDO Benguet DQQRT (under PFA Team)
- RA 11036- Mental Health Act
- PGCA National- Interim Guidelines on the Conduct and Delivery of Guidance and Counseling and delivery of Mental Health Services during the Covid19 Crisis

### *Objectives*

- To provide mental health and psychosocial support services through online platforms to learners, teaching and non teaching personnel as well as Local Government Unit (LGU) Front liners and Volunteers who are directly or indirectly affected by the COVID 19 pandemic.
- To refer and link identified clients for referral to appropriate agencies (if deemed necessary).

*Target clientele*

- SDO Benguet Learners, teaching and Non teaching Personnel
- Stakeholders: LGU Front liners and Volunteers

*Working Committee*

Team Leader	Joven B. Agtani, <i>YF Coordinator</i>
Members/ Registered Guidance Counselors	Rolando F. Malafu ( <i>Cordillera RSHS</i> ) Joan Hertimia B. Wagang ( <i>Ampusongan NHS-Main</i> ) Eunice M. Budo ( <i>TSHI-Main</i> ) Tina C. Dolnagon ( <i>TSHI-Main</i> ) Jeshanah B. Salda ( <i>Benguet NHS-Main</i> ) Brenda M. Matias ( <i>GBDAIS-Main</i> )
Mobilization	Dr. Mary Grace Matias, <i>Medical Officer</i> Nerissa I. Barbosa, <i>DRRM Coordinator</i>
Consultants	Benida M. Daytaca, <i>Ph D., CESO VI, SDS</i> Lucio B. Alawas, <i>Chief SGOD</i>

*Duration*

- April 2020-May 2020 (*Schedule will depend on the specific time set by the Counselors*)

*Methodology*

- Online platform (Email, Social Media, Call and text messaging)

*Mechanics*

- Contact information (CP # , Email and FB Accounts) of counselors will be posted online and LGU Bulletin boards
- Clienteles can only access the line through call, text messaging or social media for specific hours from Monday to Friday of the coverage
- Counselors has the right to not entertain prank callers or messengers
- Counselors will only cater to concerns related to the adjustments, issues brought about by COVID19 pandemic

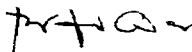
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- Counselors should determine if the client is capable of using the electronic way of communication and if the application is appropriate to them
- Counselors should be sensitive to the cultural meanings of confidentiality and their way of communication
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- Counselors stick to the LLL principle: Look, Listen and Link

**FLORABEL E. BUCLAY**  
EPS, SGOD

**FLORABEL E. BUCLAY**  
Budget Officer III

Recommending Approval:

  
**LUCIO B. ALAWAS**  
Chief, SGOD

Approved:

*Budgetary Requirements*

- Source of Fund: Division MOOE
- Budget Estimate: **Php 6820**

No.	Description	Qty	Unit	Unit Cost	Total
1	Load Allowance (April & May) Php 300 x 2 (for Internet, Call and Text Messaging)	22	pc	310	6820
	<b>Total</b>				<b>6820</b>

*Monitoring and Evaluation*

- Forms for Individual Reports will be submitted and consolidated for reporting and data availability.
- Meeting (though teleconference) every end of the week for feedback and debriefing.

Prepared

(SGD)**JOVEN B. AGTANI**  
PDO I- Youth Formation

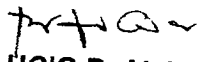
Reviewed:

**CEASAR LUMAANG, EdD**  
EPS, SGOD


Allotment Available:

**FLORABEL E. BUCLAY**  
Budget Officer III

Recommending Approval:

  
**LUCIO B. ALAWAS**  
Chief, SGOD

Approved:

  
**BENILDA M. DANTASA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent