



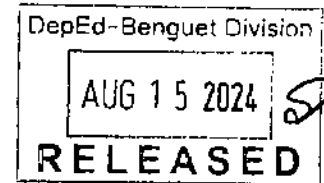
Republic of the Philippines
Department of Education
Schools Division of Benguet

14 August 2024

DIVISION MEMORANDUM

No. 271,52024

**To: Assistant Schools Division Superintendent
School Governance and Operations Division
Public Secondary School Heads
All Others Concerned**



**GUIDELINES ON THE UTILIZATION AND REPORTING OF FUNDS
DOWNLOADED FOR THE SCHOOL MENTAL HEALTH PROGRAM
ACTIVITIES AND SERVICES**

1. To strengthen the **School Mental Health Program (SMHP)**, this office will provide Program Support Funds (PSF) to augment the schools' resources in implementing school initiatives and activities.
2. The support funds amounting to at least P20,000.00 per school, charged to the School Mental Health Program (SMHP), will be downloaded to identified schools and should be guided by the attached **OUOPS Memorandum No. 2024-09-01920**. However, priority activities for schools shall be as follows:
 - a. School workshops, seminars, awareness campaigns, fora, and other related activities that promote learners' mental health.
 - b. Provision of mental health services such as psychological & mental health assessment, psychological/mental health first-aid, guidance & counseling, and referral.
 - c. Establishment of partnerships and communication lines with local professional associations and mental health service providers, as available and practicable, for the provision of basic mental health services to learners.
3. Upon receipt of the downloaded amount, recipient schools shall utilize the fund immediately and must be liquidated on or before **December 15, 2024**.
4. The SDO Nurse-In-Charge and SDO SMHP Focal shall provide technical assistance and monitor the schools' implementation of activities.




Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





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5. After every activity, concerned schools must ensure the accomplishment of monitoring forms which can be accessed at <https://tinyurl.com/492dsaum>.
6. For guidance and immediate dissemination.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

SGOD/CES/SHNU-smhp-rkdw



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Attachment 1 to SDO Division Memorandum No. 271 s. 2024
*re: Guidelines on the Utilization and Reporting of Funds Downloaded for the School
Mental Health Program Activities and Services*

LIST OF RECIPIENT SCHOOLS

District	School	PSF Amount
Atok	Atok National High School	20,000.00
Bakun	Ampusongan National High School	20,000.00
Itogon I	Alejo M. Pacalso Memorial National High School	20,000.00
Kapangan	Gov. Bado Dangwa Agro-Industrial School	20,000.00
La Trinidad	Benguet National High School	20,000.00
	Cordillera Regional Science High School	20,000.00
	Eastern La Trinidad National High School	20,000.00
	La Trinidad National High School	20,000.00
Tublay	Tublay School of Home Industries	20,000.00
TOTAL	9	180,000.00



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Facebook Page: DepEd Tayo Benguet





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

OUOPS No. 2024-09-01920

MEMORANDUM

TO : REGIONAL DIRECTORS
 REGIONAL SCHOOL MENTAL HEALTH PROGRAM
 COORDINATORS
 ALL OTHERS CONCERNED

FROM : *Annalyn M. Sevilla*
 ANNALYN M. SEVILLA
 Undersecretary for Finance

Revsee A. Escobedo
 ATTY. REVSEE A. ESCOBEDO
 Undersecretary for Operations

SUBJECT : IMPLEMENTING GUIDELINES ON THE ALLOCATION,
 UTILIZATION, DOCUMENTATION, AND REPORTING OF PSF
 FOR THE FIELD IMPLEMENTATION OF THE SMHP FOR FY
 2024, INCLUDING THE GUIDELINES ON THE HIRING OF TAs
 UNDER CoS FOR THE PROGRAM

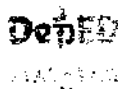
DATE : March 8, 2024

Pursuant to DepEd's mandate under the Mental Health Act and in line with the MATATAG agenda, the **Bureau of Learner Support Services - School Health Division (BLSS-SHD)** is strengthening its efforts for the School Mental Health Program. Among these efforts is the downloading of Program Support Funds (PSF) to Regional Offices (ROs) to support the field's implementation of projects, activities, and other initiatives related to the program.

To ensure the effective use of fiscal resources, BLSS-SHD issues the enclosed implementing guidelines on the allocation, utilization, documentation, and reporting of the said PSF (**Annex A**), including guidelines on the hiring of regional Technical Assistants (TAs) under Contract of Service (CoS) for the program utilizing a portion of the PSF (**Annex B**). Further, the PSF shall consist of funds from FY 2023 Learner Support Program (LSP) continuing funds and FY 2024 LSP current funds. Enclosed is the final matrix of the total amount per fund source and summarized breakdown of the PSF allocated per RO (**Annex C**).

For more information, questions, or concerns on the above mentioned subject, please contact **Jillian James A. Sarmiento**, Technical Assistant II, BLSS-SHD through (02) 8632-9935 or email at blss.shd@deped.gov.ph (cc: schoolmentalhealth@deped.gov.ph).

For immediate dissemination and compliance.



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

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

Annex A

IMPLEMENTING GUIDELINES ON THE ALLOCATION, UTILIZATION, DOCUMENTATION, AND REPORTING OF PROGRAM SUPPORT FUNDS (PSF) FOR THE FIELD IMPLEMENTATION OF THE SCHOOL MENTAL HEALTH PROGRAM (SMHP) FOR FY 2024

I. Rationale

Republic Act No. 11036 or the Mental Health Act of 2018 mandates DepEd to provide guidelines to schools in the development and implementation of mental health policy/program to:

1. promote mental health/raise awareness on mental health issues;
2. identify and provide support and services for individuals at risk; and
3. facilitate access, including referral mechanisms of individuals with mental health conditions to treatment and psychosocial support.

Since the passing of RA 11036, the **School Mental Health Program** has been added as one of the flagship programs under *Oplan Kalusugan sa DepEd (OK sa DepEd)*, the convergence of DepEd's school health and nutrition programs coordinated by the Bureau of Learner Support Services-School Health Division (BLSS-SHD).

In addition, **Republic Act No. 11936** or the General Appropriations Act of 2023 includes the following **special provision for DepEd**: *"Pool of Registered Guidance Counselors and Other Mental Health Program (MHP) Administrators. The DepEd shall provide, implement and monitor a mental health policy for students and personnel, in accordance with R.A. No. 11036.... A pool of registered guidance counselors, specialists, and other MHP administrators shall be established and facilitated within a specific administrative division of DepEd offices and schools to gather and train guidance designates and peer facilitators in the schools or cluster of schools."*

Further, **Republic Act No. 11975** or the General Appropriations Act of 2024 includes the following **special provision**: *"Support for the School Mental Health Program. The amount of Two Hundred Ten Million Pesos (P210,000,000) appropriated herein under the Learner Support Programs shall be used by the DepEd to fulfill its functions under Section 34 of R.A. No. 11036 (Mental Health Act) to support the schools in the development and implementation of a school-based mental health program, as well as ensuring mental health and psychosocial support services for learners... The said unit, division, or office shall be responsible for overseeing the*

implementation of the mental health program, conducting regular assessments, and recommending improvements to the program.”

Consistent with this, among the priorities laid down by the Secretary as part of the MATATAG Agenda is to *TAke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment*. This includes, among others, strengthening mechanisms against all forms of discrimination and dangers; improving learning environments; **seeking out mental wellness experts to form interventions; and ensuring all learners have access to relevant guidance and psychosocial services.**

DepEd, being a member of the Philippine Council for Mental Health (PCMH), has also been actively participating in the development of the country's **strategic framework for mental health** as well as its corresponding operationalization plan, in order to ensure the alignment of the Department's efforts with the said plans. The strategic framework was launched on October 12, 2023.

DepEd is also a signatory to **DOH-DSWD-DepEd-CHED-LEB-TESDA-DILG Joint Administrative Order (JAO) 2022-0001** entitled "Guidelines on Healthy Settings Framework in Learning Institutions" where mental health is one of the priority areas being focused on. The JAO has particularly provided a Healthy Learning Institutions (HLI) Framework based on the WHO's health promoting schools. Based on the framework, health promotion in schools shall have the following pillars as its minimum components: (1) healthy school policy; (2) links with the community; (3) physical school environment; (4) social school environment; (5) health skills and education; and (6) access to health care.

Given the above-mentioned legal bases and policy frameworks, field offices, through the School Health and Nutrition Sections of the Regional Offices (ROs) and Schools Division Offices (SDOs), will require greater resource support in their implementation of their respective activities related to the program.

These guidelines are therefore issued with the goal of prescribing general policies for the implementation of the School Mental Health Program. This will ensure that all concerned offices are able to abide with the processes and responsibilities in the release, allocation, utilization, and liquidation or reporting of the Program Support Funds. This will also provide the Central Office with an oversight mechanism for the program implementation.

II. Scope

- 2.1 These implementing guidelines shall cover all the 16 DepEd Regions commence in 2024 up to 2025. The projects which shall be funded by the Program are those which are contributory to increasing mental health literacy and awareness for learners, as well as both teaching and non-teaching personnel. This will capacitate personnel to be more knowledgeable regarding appropriate interventions and handling of mental health concerns

of learners, as well as directly provide learners with improved access to school mental health services.

- 2.2 The allocated funds, being part of the Maintenance and Other Operating Expenses (MOOE) funds under the FY 2023 GAA, shall be valid until December 31, 2024, pursuant to DBM National Budget Circular No. 590, dated January 3, 2023. Meanwhile, the allocated MOOE funds under FY 2024 GAA shall be valid until December 31, 2025 pursuant to DBM National Budget Circular No. 592, dated January 2, 2024.
- 2.3 ROs and SDOs that will receive PSF under FY 2023 LSP continuing funds are instructed to utilize the funds by December 31, 2024.
- 2.4 ROs and SDOs that will receive PSF under FY 2024 LSP current funds shall ensure that any remaining funds after December 31, 2024 shall continue to be used for their intended purpose if and when "continuing funds" are determined in 2025.

III. Allocation of Fund Support

- 3.1 A portion of the PSF amounting to seventy-four million, four hundred sixty-one thousand, nine hundred and eighty pesos (P74,461,980.00) is charged under the LSP FY 2023 continuing funds.
- 3.2 A portion of the PSF amounting to seventy million two hundred eighty thousand pesos (P70,280,000.00) is charged under LSP FY 2024 current funds.
- 3.3 The budget allocation of each covered Region is determined by the following factors:
 - a. Number of Schools Division Offices;
 - b. Number of Schools with Grades 10 and 11 learners; and
 - c. Number of Grades 10 and 11 learners
- 3.4 Each region shall receive a proportional amount (see **Annex C**) based on the above-mentioned factors.
- 3.5 The funds are released through Sub-Allotment Release Order (Sub-ARO) from the CO to the ROs. Correspondingly, ROs shall issue Sub-AROs to their respective SDOs, and the SDOs to their respective schools, where applicable. Coordination between ROs and SDOs concerned is advised.
- 3.6 ROs and SDOs, shall prepare an Expenditure Matrix (EM). The EM, approved by the Regional Director and School Division Superintendent, shall be uploaded to the Project Management Information System (PMIS) to generate the Work and Financial Plans (WFPs).

IV. Activities and Expenses

4.1 These guidelines shall apply to the funds provided to DepEd field offices for the implementation of activities related to the School Mental Health Program, which include the following:

a. Allowable Activities

- i. Hiring of technical assistants (TA) under Contract of Service (CoS) to be assigned in the School Health and Nutrition Sections of ROs and SDOs, to perform tasks related to the School Mental Health Program;
- ii. Orientation and capacity-building activities organized by the RO or the SDOs, prioritizing regional or SDO School Mental Health Program Coordinators, Guidance Counselors, and Guidance Advocates or Designates; these activities shall be geared towards strengthening overall mental health promotion and basic service delivery in schools for learners;
- iii. Activities related to the monitoring and implementation of the School Mental Health Program and other related projects and initiatives at the regional or SDO level including but not limited to: workshops related to program reviews, development of tools or checklists for monitoring school activities, travel or transportations expenses for field monitoring, communication expenses;
- iv. Establishment of partnerships and communication lines with local professional associations and mental health service providers, as available and practicable, for the provision of basic mental health services to learners;
- v. Conduct of workshops, seminars, awareness campaigns, fora, and other activities by ROs, SDOs, and schools that promote the mental health of learners;
- vi. Conduct of activities related to providing basic mental health services such as mental health assessment, psychological first aid, and other mental health and psychosocial support, among others;
- vii. Any other project or activity conducted by the ROs, SDOs, and schools that strengthens the six pillars of HLI for the School Mental Health Program; and

b. Allowable Expenses

i. The hiring of TAs under CoS shall be allowed the following guidelines:

CoS	Basic Monthly Salary	No. of Personnel
TA II	35, 000.00 + 10% premium	1 per RO
TA I	25, 000.00 + 10% premium	1 per RO
TA I	25, 000.00 + 10% premium	1 per Very Large SDO

Attached is the prescribed Terms of Reference (ToR) for the abovementioned hiring (see **Annex D**);

- ii. **Reproduction of mental health assessment tools or materials, such as those for rapid psychosocial assessment for the purpose of screening red flags and for general assessment of mental health and well-being. Specific guidelines on the administration of the said tools/materials, including digital copies for printing/reproduction, will be separately provided by the CO, through BLSS-SHD.**
 - iii. **Dissemination of existing mental health-promoting resources, including the payment of shipping costs for the receipt (e.g., from partners) and/or distribution (to SDOs and schools) of the same;**
 - iv. **Travel and miscellaneous expenses related to the activities mentioned above including mental health-related activities conducted by DepEd Central Office, pursuant to Executive Order No. 77, s. 2019 (Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel) and DepEd Order No. 22, s. 2019 (Guidelines on Official Local Travels in the Department of Education);**
 - v. **Board and lodging of participants and management team, use of function room/s and other equipment subject to DepEd Order No. 02, s. 2018 titled Amendment to DepEd Order No. 15, s. 2017 (Guidelines on the Allocation of funds for venue, meals, and snacks, and accommodation of official activities organized and conducted by the Department of Education);**
 - vi. **Contingency to cover the payment of miscellaneous expenses, incidental expenses to the conduct of the activities, such as communication expenses, gasoline, and other maintenance and other operating expenses (MOOE); and**
 - vii. **Honorarium for resource speakers subject to Development Budget and Management (DBM) Budget Circular No. 2007-1, Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators, and Facilitators;**
 - viii. **Purchasing of supplies and materials necessary for the conduct of allowable activities;**
 - ix. **Purchasing of supplies and materials essential to the operations of the School Health and Nutrition Section at the RO and SDO with regard to the implementation of the program.**
- c. **At least 20% of the allotted PSF charged from FY 2023 LSP continuing funds for the ROs shall be allocated for the proposed mental health-specific learner formation projects and activities, as submitted by the ROs per the unnumbered OASOPS Memorandum, dated March 3, 2023, with the subject **Call for Submissions of Learner Formation and Mental Health-Specific Implementation Plans and Project Proposals for the Fiscal Year 2023**. While these projects and activities are expected to be led by the Regional Youth Formation Coordinators, they shall do so in close**

coordination with their counterpart Regional School Mental Health Program Coordinators at the School Health and Nutrition Section. Attached is a copy of the said memorandum (**Annex E**) for ready reference.

- 4.2 LSP funds are under the Maintenance and Other Operating Expenses (MOOE) allotment class. This is an expenditure category/expense class for support to the operations of government agencies such as expected for supplies and materials; transportation and travel; utilities (water, power, etc.), and repairs etc. In addition, the acquisition of **semi-expendable** items such as items that meet the definition of Property Plant, Plant and Equipment (PPE) with a cost below the Fifty Thousand Pesos (P50,000.00) threshold approved by the Commission of Audit (COA) in the Government Accounting Manual (GAM) is also allowable.
- 4.3 Judicious utilization of the PSF funds is directed subject to standard budgeting, procurement, accounting, and auditing rules and regulations.

V. Monitoring and Evaluation

- 5.1 For the effective monitoring of the utilization of the downloaded funds, the ROs shall submit to the CO through the Office of the Undersecretary for Operations, copy furnished the Office of the Undersecretary for Finance, the Office of the Undersecretary for Administration, the Education Programs Management Office (EPMO), and the Planning Service, quarterly accomplishment and budget utilization reports. A separate memorandum will be issued to provide further guidance on the accomplishment and submission of the quarterly reports.
- 5.2 The Office of the Undersecretary for Operations, through BLSS-SHD, in close coordination with the RO-Education Support Services Division (ESSD) and the involved SDO-Schools Governance and Operations Division (SGOD), will monitor and evaluate the implementation of these guidelines.
- 5.3 The flow of the submission of reports shall be as follows:
- a. The SDO shall submit quarterly reports to the RO.
 - b. The RO shall collate such reports, and submit the consolidated reports to the CO, approved by the Regional Director and signed by the field coordinator, on a quarterly basis; and
 - c. The Office of the Undersecretary for Operations shall copy furnish the BLSS-OD and BLSS-SHD on the submitted reports from the ROs.

VI. Effectivity

These guidelines shall take effect immediately upon issuance.

- 6.3 The flow of the submission of reports shall be as follows:
- a. The SDO shall submit quarterly reports to the RO.
 - b. The RO shall collate such reports, and submit the consolidated reports to the CO, approved by the Regional Director and signed by the field coordinator, on a quarterly basis; and
 - c. The Office of the Undersecretary for Operations shall copy furnish the BLSS-OD and BLSS-SHD on the submitted reports from the ROs.

VII. Effectivity

These guidelines shall take effect immediately upon issuance.