



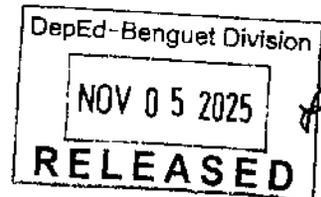
Republic of the Philippines
Department of Education
 Schools Division of Benguet

14 October 2025

DIVISION MEMORANDUM

No. 517, 3 2025

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



**GUIDELINES ON THE UTILIZATION AND REPORTING OF FUNDS
 DOWNLOADED FOR THE ORIENTATION AND PILOT IMPLEMENTATION
 OF CHILDREN AND ADOLESCENTS RISK SCREENER (CARS) AND
 MENTAL HEALTH SERVICES AND ACTIVITIES**

1. To strengthen the *School Mental Health Program (SMHP)* and improve the quality of the *Learners' Health Appraisal System (LHAS)*, this office will provide Program Support Funds (PSF) to augment resources in the conduct of Orientation and Pilot implementation of Children and Adolescent Risk Screener (CARS) and Mental Health Services and Activities.

District	School	PSF Amount
Bakun	Ampusongan National High School	12,022.8125
Buguias	Loo National High School	15,000.00
TOTAL	2	Php 27,022.8125

2. Eligible expenses shall be as follows:
- Meals and Snacks for the orientation of learners, teachers, and other Stakeholders.
 - Printing/reproduction and dissemination of CARS tools, existing booklets & other materials on health and wellness programs (School Mental Health, National Drug Education Program, and ARH);
 - Procurement of supplies and equipment essential for the operations of the Health and Wellness Hub (i.e., table, chairs, sofa, guitar, board games, desktop, printer, fixtures, office supplies, and other campaign and educational materials for reading and teaching, learning materials, and references);
 - Contingency to cover the payment of miscellaneous expenses, incidental expenses to the conduct of the activities, such as



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communication expenses, gasoline, and other maintenance and operating expenses (MOOE);

3. Upon receipt of the downloaded amount, recipient schools shall utilize the fund immediately and must be liquidated on or before **December 31, 2025**.
4. The SDO Medical Officer III shall provide technical assistance and monitor the schools' implementation of activities.
5. Approved Work Financial Plan shall be submitted to the School Health and Nutrition Unit Office 2 weeks after the receipt of funds, and Post-Activity Reports shall be submitted one week after the activity.
6. For guidance and immediate dissemination.


ESTELA P. LEON-CARIÑO EDD, CESO III
Regional Director
and Concurrent Officer-in-Charge
Office of the Schools Division Superintendent

SGOD/lba/mlad/rkdw



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