



Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES

**UNNUMBERED MEMORANDUM**  
SGOD-UM-11-04-2024/ADI

**TO :** Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisor of Baras  
Secondary School Head of Baras NHS  
All Other Concerned

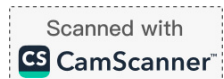
By Authority of the OIC Schools Division Superintendent:

**FROM :** **EVA S. TOLENTINO**  
Administrative Officer V  
Officer-In-Charge

**DATE :** November 4, 2024

**SUBJECT :** **ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 547 RE: DIVISION WORKSHOP ON PSYCHOLOGICAL FIRST AID (PFA) TRAINING FOR SSLG OFFICERS AND ADVISERS**

1. This is to inform the field that the additional participants on the said activity are the **four (4) SSLG officers** and **one (1) SSLG adviser** of Baras Rural Development High School.
2. In addition, to ensure the safety of the participants, selected school health personnel were advised to render duty as medical personnel throughout the duration of the training/workshop to wit:
  - a. Dr. Hidelita G. Posada, Dentist II
  - b. Ahdel D. Idanan, Nurse II
  - c. Melanie R. Ibardaloza, Nurse II
3. Moreover, Mr. Efren T. Vallespin, Teacher III of San Jose National High School, shall serve as an additional facilitator on the said activity.
4. Attached is the corrected copy of the program matrix of the activity (Enclosure 1- Program Matrix).
5. Meals and accommodation for the participants shall be charged to the SDO Program Support Fund. Travel and other incidental expenses of learner-participants, teacher-participants, and facilitators shall be charged against School MOOE subject to funds and accounting and auditing rules and regulations.
6. Other information stated in Division Memorandum No. 547, s. 2024 shall remain in effect.
7. For information and compliance with this memorandum is desired.





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Enclosure 1- Program Matrix

<b>DIVISION WORKSHOP TRAINING ON PSYCHOLOGICAL FIRST AID FOR SSLG OFFICERS AND ADVISERS</b>		
<b>Venue:</b> Rakdell Inn, Virac, Catanduanes		
<b>When:</b> November 7-8, 2024		
<b>DAY-1</b>		
	<b>SESSION 1</b>	
9:31-10:30	<ul style="list-style-type: none"> <li>● Warm-Up/Unfreezing</li> <li>- Yahoo Tattle</li> <li>- Bring Me</li> </ul>	<b>Ahdel D. Idanan</b> Nurse II
	<b>SESSION 2</b>	
10:31-12:00	<ul style="list-style-type: none"> <li>● Validating and Normalizing Feelings</li> <li>- Music Art</li> <li>- Body Map</li> </ul>	<b>Rosario B. Vegim</b> PDO-I
12:01-1:00 PM	Lunch break	
1:00-2:00 PM	Pass the Emotion	<b>Melanie R. Ibardaloza</b> Nurse II
	<b>SESSION 3</b>	
2:01-3:00 PM	<ul style="list-style-type: none"> <li>● Calming Down and Controlling Ones Emotion</li> <li>- Positive and Negative Coping Mechanism (Meta Cards)</li> </ul>	<b>Shervin S. Icawat</b> Teacher I
3:01-3:16 PM	Snacks	
3:17-5:00 PM	<ul style="list-style-type: none"> <li>● Calming Exercises/Activities</li> <li>-Deep Breathing (Hinga-Buga)</li> <li>-Finger Hold</li> <li>-5-4-3-2-1 Technique</li> </ul>	<b>Melanie R. Ibardaloza</b> Nurse II
<b>DAY-2</b>		
	<b>SESSION 4</b>	
8:00-8:30	Preliminary	
8:31-9:30	<ul style="list-style-type: none"> <li>● Identifying and Addressing Needs:</li> <li>- Helping Hands</li> </ul>	<b>Rommel L. Valenzuela</b> Teacher I
9:31-9:46	Snacks	
	<b>SESSION 5</b>	
9:47-12:00 Noon	<ul style="list-style-type: none"> <li>● Sources of Strength</li> <li>- Letter of Affirmation</li> <li>- T-Shirt</li> </ul>	<b>Giovani T. Vargas</b> Teacher II
12:01-1:00 PM	Lunch Break	
	<b>SESSION 6</b>	
1:01-3:00 PM	<ul style="list-style-type: none"> <li>● Orientation on Basic Family Therapy</li> </ul>	<b>Rosario B. Vegim</b> PDO-I
3:01-3:15 PM	Snacks	
3:16-4:00 PM	<ul style="list-style-type: none"> <li>● Warning Signs of Suicide</li> </ul>	<b>Melanie R. Ibardaloza</b> Nurse II
4:01-4:30 PM	<ul style="list-style-type: none"> <li>● Reporting of Cases Protocol</li> </ul>	<b>Rosario B. Vegim</b> PDO-I
4:31-5:00 PM	Closing	