



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



ESSD-RM-2025-309

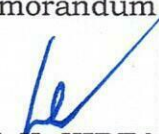
25 April 2025

**Regional Memorandum**  
No. 309 s. 2025

**SUBMISSION OF REPORTS AND UPDATES ON THE  
IMPLEMENTATION OF SCHOOL HEALTH  
PROGRAMS, PROJECTS, AND ACTIVITIES  
FOR SY 2024-2025**

To **Schools Division Superintendents**

1. Relative to Department Memorandum OUOPS-2025-08-02245<sup>1</sup>, this Office, through the Education Support Services Division – School Health Section, disseminates the instructions for the submission of reports and updates on the implementation of School Health programs, projects, and activities for SY. 2024-2025.
2. All Schools Division Offices are directed to submit the scanned copies of the reports signed by the Schools Division Superintendent through this link, <https://tinyurl.com/R4ASchoolHealthReports>.
3. The data collection and template links on the implementation of projects, programs, and activities FY 2023-2024 and FY 2024-2025, including submission dates, are indicated in Enclosure 1.
4. For clarifications, kindly contact Pearl Oliveth S. Intia MD, Medical Officer IV at [pearl.intia@deped.gov.ph](mailto:pearl.intia@deped.gov.ph).
5. Immediate dissemination and compliance with this Memorandum are desired.

  
**LOIDA N. NIDEA**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

03/ROE5/ROEJDC

<sup>1</sup> Submission of Reports and Updating on the Implementation of School Health Programs, Projects, and Activities for SY. 2024-2025



**Enclosure 1.**

I. Data collection and template links on the implementation of projects, programs, and activities FY 2023-2024 and FY 2024-2025.

<b>Folder Name</b>	<b>Name of Report</b>	<b>Template Links</b>	<b>Date of Submission</b>
ARH-SMHP 2024-2025 Health-Related Cases and Services	DepEd R04A CALABARZON_Related Health Cases and Services i. Pregnancy ii. Psychosocial iii. Referral iv. Suicide-related v. Other mental health-related data	<a href="https://tinyurl.com/R4ASMHP-ARH25">https://tinyurl.com/R4ASMHP-ARH25</a>	May 9, 2025
FY 2023-2024 Utilization and Accomplishment	DepEd R04A CALABARZON_Related Health Cases and Services i. Pregnancy ii. Psychosocial iii. Referral iv. Suicide-related v. Other mental health-related data	<a href="https://tinyurl.com/R4AHealthRel">https://tinyurl.com/R4AHealthRel</a>	April 28, 2025
FY 2023-2024 Utilization and Accomplishment	Activity Monitoring Form FY 2024: i. Capacity Building ii. Learner Support Center iii. SBCC Materials iv. Research v. Other	<a href="https://tinyurl.com/R4A-PPA-ARH">https://tinyurl.com/R4A-PPA-ARH</a>	April 28, 2025
FY 2023-2024 Utilization and Accomplishment	PSF Utilization Form FY 2024: i. SMHP ii. ARH iii. MDNS	<a href="https://tinyurl.com/R4APSFutilization">https://tinyurl.com/R4APSFutilization</a>	April 28, 2025
MDNHS Consolidated Report 1 <sup>st</sup> Quarter 2025	Quarterly Medical Nursing Accomplishment Report i. Medical Nursing ii. Dental	<a href="https://tinyurl.com/R4AQ1MDNS">https://tinyurl.com/R4AQ1MDNS</a>	April 25, 2025

II. Updates on activities conducted related to Comprehensive Tobacco Control for FY 2024 (and previous FYs):

- a. For school health personnel at SDO level who were trained on provision of Brief Tobacco Intervention, including the training coordinated by BLSS-SHD in November 2024, kindly submit updates on the number of personnel and learners provided with BTI up to April 2025 via the form provided (<https://tinyurl.com/depedbti2025>) **on or before May 15, 2025.**

- b. For Comprehensive Tobacco Control Program coordinators or designated school health personnel, please submit reports on activities conducted through the following links provided **on or before the deadline of reporting**.

<b>FISCAL YEAR</b>	<b>DEADLINE OF REPORTING</b>	<b>LINK TO SUBMISSION/TEMPLATE</b>
2024	May 15, 2025	<a href="https://tinyurl.com/depedtobaccocontrol2024">https://tinyurl.com/depedtobaccocontrol2024</a>
2023	May 31, 2025	<a href="https://tinyurl.com/depedtobaccocontrol2023">https://tinyurl.com/depedtobaccocontrol2023</a>
2022 and/or earlier	June 30, 2025	<a href="https://tinyurl.com/depedtobaccocontrol2022">https://tinyurl.com/depedtobaccocontrol2022</a>





Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

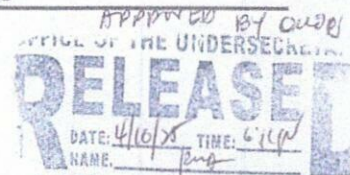
**DM-OUOPS-2024-09-0245**

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **MALCOLM S. GARMA**  
Assistant Secretary, Officer-In-Charge  
Office of the Undersecretary for Operations

SUBJECT : **SUBMISSION OF REPORTS AND UPDATING ON THE  
IMPLEMENTATION OF SCHOOL HEALTH PROGRAMS, PROJECTS,  
AND ACTIVITIES FOR SY 2024-2025**

DATE : March 31, 2025



**MALCOLM S. GARMA**  
Assistant Secretary, Officer-In-Charge,  
Office of the Undersecretary for Operations

This Office, through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), instructs Regional Offices (ROs) and Schools Division Offices (SDOs) to ensure the submission of the following reports in accordance with the **OUOPS Memorandum No. DM-OUOPS-2024-09-06281** titled "Submission of Reports for the Implementation of Related School Health Programs, Projects and Activities for FY 2024", and in line with recent directive to the BLSS-SHD to ensure that the desired outputs and outcomes of its programs are properly documented:

1. Submit **on or before May 15, 2025** the reports on **Health-Related Cases and Services** or data for both the School Mental Health Program (SMHP) and the Adolescent Reproductive Health (ARH) Program covering the entire School Year (SY) 2024-2025 (as of the last day of the SY).

Sheet No.	Title of Report	Link to the Template	Email Reports to
Sheet 1	Pregnancy	<a href="https://tinyurl.com/AnnualData24-25">https://tinyurl.com/AnnualData24-25</a>	To: blss.shd@deped.gov.ph arh@deped.gov.ph schoolmentalhealth@deped.gov.ph CC: phanny.ramos001@deped.gov.ph belle.hombrebueno@deped.gov.ph
Sheet 2	Psychosocial		
Sheet 3	Referral		
Sheet 4	Suicide-related		
Sheet 5	Other mental health-related data <sup>1</sup>		

Please secure both a soft copy and a hard copy of the report. Have the hard copy signed by the Regional Director or the Schools Division Superintendent. Scan the signed copies and submit them along with the editable soft copy via email with the subject "**(Name of Region) – ARH & SMHP Data Report for SY 24-25**".

<sup>1</sup> Although not included in the previously disseminated template for data reports, this new set of data is being collected in line with the passage of the Republic Act (RA) 12080 or the Basic Education Mental Health and Well-Being Promotion Act.



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2. **Particularly for regions who have not submitted previously expected reports**, submit through email **on or before April 30, 2025** any pending reports: (a) on the implementation of programs, projects, and activities (PPAs) charged to the Program Support Funds (PSF) for the SMHP, the ARH Program, and the Medical, Dental, and Nursing Services (MDNS); and (b) on the status of utilization of the PSF **covering the entire Fiscal Year (FY) 2024 (as of December 31, 2024)**.

Folder Name	Name of Report	Links to the Templates
Utilization and Accomplishments	<b>(a) Activity Monitoring Form - FY 2024:</b> (i) Capacity Building (ii) Learner Support Center (iii) SBCC Materials (iv) Research (v) Others	As previously disseminated through the OUOPS Memorandum No. DM-OUOPS-2024-09-06281: <a href="https://tinyurl.com/SHDFY2024Reporting">https://tinyurl.com/SHDFY2024Reporting</a>
	<b>(b) PSF Utilization Form - FY 2024:</b> (i) SMHP (ii) ARH (iii) MDNS	For the ARH Program, Live Reporting may be accessed at: <a href="https://tinyurl.com/FY2024Utilizati">https://tinyurl.com/FY2024Utilizati</a> on

Similarly, secure both a soft copy and a hard copy of each report. Have the hard copy signed by the Regional Director or the Schools Division Superintendent. Scan the signed copies and submit them along with the editable soft copy via email with the subject **“(Name of Region) – ARH & SMHP Accomplishment and Utilization Reports for SY 24-25.”**

3. Provide updates on activities conducted related to the Comprehensive Tobacco Control Program for the FY 2024 (and the previous FYs):
- For school health personnel at the SDO level who have undergone **any training on the provision of brief tobacco intervention (BTI)**, including those who attended the training coordinated by the BLSS-SHD in November 2024: **Submit updates on the number of personnel and learners who have been provided with BTI** (up to April 2025) through the form that may be accessed at: <https://tinyurl.com/depedbti2025>. Deadline of submission is May 15, 2025.
  - For school health personnel designated as coordinators of the Comprehensive Tobacco Control Program: Submit reports on activities conducted for the program through the following links:

FY	Deadline of Reporting	Links to Submission/Template
2024	May 15, 2025	<a href="https://tinyurl.com/depedtobaccocontrol2024">https://tinyurl.com/depedtobaccocontrol2024</a>
2023	May 31, 2025	<a href="https://tinyurl.com/depedtobaccocontrol2023">https://tinyurl.com/depedtobaccocontrol2023</a>
2022 and/or earlier	June 30, 2025	<a href="https://tinyurl.com/depedtobaccocontrol2022">https://tinyurl.com/depedtobaccocontrol2022</a>

**Note: DepEd email is required in accessing the links.**

For questions and concerns, please contact **Phanny S. Ramos**, Health Education and Promotion Officer III, or **Belle Beatrice D. Hombrebueno**, Technical Assistant II of BLSS-SHD, through (02) 8-632-9935 or email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph).





ANNEX A

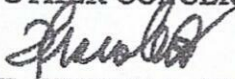
Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

## MEMORANDUM

DM-OUOPS-2024-09-06261

TO : REGIONAL DIRECTORS  
ESSD AND SGOD CHIEFS  
SCHOOLS DIVISION SUPERINTENDENTS  
REGIONAL AND DIVISION SCHOOL MENTAL HEALTH AND  
ADOLESCENT REPRODUCTIVE PROGRAMS COORDINATORS  
ALL OTHER CONCERNED

FROM :  **ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

SUBJECT : SUBMISSION OF REPORTS FOR THE IMPLEMENTATION OF  
RELATED SCHOOL HEALTH PROGRAMS, PROJECTS AND  
ACTIVITIES FOR FY 2024

DATE : August 6, 2024

This Office, through the Bureau of Learner Support Services - School Health Division (BLSS-SHD), acknowledges the importance of proper monitoring and evaluation (M&E) mechanisms to strengthen the implementation and ensure the sustainability of the School Health Program (SMHP) and Adolescent Reproductive Health (ARH) Program.

In line with the **OUOPS Memorandum** dated March 8, 2024 titled *Implementing Guidelines on the Allocation, Utilization, Documentation, and Reporting of the PSF for the Field Implementation of the SMHP for FY 2024, Including the Guidelines on the Hiring of TAs Under CoS for the Program* (Enclosed), the BLSS-SHD hereby **issues the enclosed Guidelines on the Submission of Reports on the Implementation of the School Mental Health Program (SMHP) and the Adolescent Reproductive Health (ARH) Projects and Activities** (Annex A). This guideline aims to provide specific information regarding the purposes of reporting, the steps in submitting reports, the schedules of reporting, the roles and responsibilities of significant DepEd field offices, and the templates for reporting. This reporting mechanism ensures proper monitoring of the implementation and further development of the programs.

Relevant to submitting the first rounds of reports, all Regional Offices, in coordination with their Schools Division Offices, are **requested to submit their mid-year reports on the implementation of the SMHP and ARH, and utilization of the PSF on August 23, 2024.**

For more information, questions, concerns, or need for technical support, please contact **Amina Aisa Boncales, Technical Assistant II** through email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph), cc: [schoolmentalhealth@deped.gov.ph](mailto:schoolmentalhealth@deped.gov.ph).

BLSS-SHD/AAR



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## Annex A

### Guidelines on the Submission of Reports on the Implementation of the School Health Programs, Projects, and Activities

#### A. Background and Purpose

Pursuant to DepEd's mandate under various health-related laws and policies, the **Bureau of Learner Support Services – School Health Division (BLSS-SHD)** is strengthening its efforts to ensure the health and wellbeing of learners. 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 school health.

BLSS-SHD acknowledges the importance of proper monitoring and evaluation (M&E) mechanisms to strengthen the school health's implementation and ensure its sustainability as well as continuous development. Hence, these guidelines are issued to ensure the effective use of fiscal resources by:

- Providing clear steps on the reporting of the utilization funds, achievements, and conduct of related activities;
- 
- Setting timely schedules for reporting;
- Properly designating roles and responsibilities for completing and submitting reports; and
- Setting standard reporting forms.

#### B. Use of the Reporting Forms

To comprehensively and properly monitor utilization, accomplishments, and achievements, there shall be four (4) templates for reporting: 1) Fund Utilization Forms, 2) Activity Monitoring Forms, 3) Accomplishment Report, and 4) Related Health Cases and Services. Below are the details of the reporting templates which can be accessed here <https://tinyurl.com/SHDFY2024Reporting>.

**A. PSF Utilization Forms.** Gathers specific financial information regarding projects or activities implemented or conducted. It has the following sections:

- a. Program, Project, and Activities Information. Basic information regarding the PPAs implemented or conducted.
- b. Physical Accomplishments. Number of outputs produced in relation to the committed PPA.
- c. Financial Accomplishments. Status of funds allocated for each PPA committed.

**B. Activity Monitoring Forms.** Gathers specific information on accomplishment of specific indicators for the PPAs committed. Different SHD Flagship Programs have different indicators based on their target PPA outcomes. Sheets in this form cover the various target areas of the SHD Flagship Programs. For a reference on the various target areas and allowable activities refer to the enclosed PSF Guidelines for the different School Health Programs. Specific for the SMHP, refer to Annex A for a description of the target areas or program components relevant to the program's targets. Each Sheet has the following sections:

- a. Conducting Office. Field office – Regional Office or specific School



Division Office – that implemented or conducted the PPA.

- b. Activity Information. Basic information regarding the PPAs implemented or conducted.
- c. Accomplishments. Number of indicators met, or outputs produced, in relation to the PPA implemented or conducted.

C. **Accomplishment Report.** Presents summary of financial accomplishments; physical accomplishments; challenges, solutions, and support needed; and relevant activity photos and testimonials, if available, for easier reference and presentation to reporting sessions.

D. **Health Related Cases and Services.** Gathers quantitative data on the different school health-related services facilitated or delivered as well as significant related health cases. These cases and services are expected to have been validated during either reporting of the cases and conduct or implementation of service delivery or facilitation. For a quick reference on the process of validation of health-related data refer to OUOPS Memorandum No. 2023-06-7518 entitled *Request for Validated Health-related Data for S.Y. 2022-2023* (enclosed).

### C. Submitting Reports

To ensure proper reporting of PSF utilization the following steps are expected to be taken by appropriate field offices.

1. Prepare and complete the reports in coordination with the Chief of the Education Support Services Division (ESSD) or the School Governance and Operations Division (SGOD) and the office's Budget Officer.
2. Secure both an editable soft copy and a hard copy for each report.
3. Have the hard copies of the reports signed by the Regional Director or Schools Division Superintendent. Scan the signed copies and submit it with the editable softcopy through email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) cc: [schoolmentalhealth@deped.gov.ph](mailto:schoolmentalhealth@deped.gov.ph), [arh@deped.gov.ph](mailto:arh@deped.gov.ph), [amina.boncales@deped.gov.ph](mailto:amina.boncales@deped.gov.ph), [phanny.ramos001@deped.gov.ph](mailto:phanny.ramos001@deped.gov.ph) with subject "Region [Number]\_PSF Utilization, Achievement Reports, and Health-related Data"

### D. Schedule of Reporting

To ensure timely integration of the PSF utilization and achievements with the Central Office's implementation review and other reporting needs, the consolidated and signed reports are expected to be submitted to the Central Office quarterly.

### E. Roles and Responsibilities

1. **Schools Division Office.** The SGOD in collaboration with Medical Offices and relevant School Health Program Coordinators shall:
  - Monitor the school health-related projects and/or activities implemented or conducted in the SDO and its schools with the use of the PSF;
  - Prepare a consolidated report from monitoring activities and have the consolidated report signed by the School Division Superintendent; and
  - Submit the consolidated and signed Division Report to the RO.



F. **Enabling System.** Projects and activities on Enabling System aims to ensure the strengthened implementation of the various components of the School Mental Health Program through focus on 1) Human Resources; 2) Partnerships), and 3) Information, Research, and Knowledge Management. Specifically, these activities include the following but are not limited to:

a. Human Resources

- i. Ensuring presence of at least one (1) SMHP Coordinator in field offices and schools to manage and monitor the implementation of the SMHP.
- ii. Facilitating or providing capacity building opportunities for relevant personnel involved in the implementation of the various components of the SMHP.

b. Partnerships

- i. Engaging with other government agencies, Non-Government Organizations (NGOs), Local Government Units (LGUs), local community leaders, private sector groups, and other such relevant stakeholders for the following purposes:
  1. Outsourcing of Mental Health service providers for learners;
  2. Establishing community linkages for the referral system;
  3. Establishing technological infrastructure for the creation of mental health related digital platforms for learners;
  4. Resource persons for capacity building and workshops to increase DepEd personnel mental health literacy and awareness;
  5. Conduct of mental health assessment for learners;
  6. Collaboration in research that aid in ensuring that initiatives under this order are evidence-based and data-driven; and
  7. Other such purposes that are deemed relevant for the implementation of the various components of the SMHP.

c. Information, Research, and Knowledge Management

- i. Participating in research activities led by the Central Office or relevant partners;
- ii. Conducting relevant research related to the state of mental health of learners, mental health promotion in schools, and basic mental health service facilitation and/or delivery;
- iii. Conducting monitoring and evaluation related activities on the implementation of SMHP;
- iv. Establishing data management mechanisms or systems; and
- v. Other activities related to the establishment or development of data-driven and evidence-based approaches to mental health promotion.