Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

DepED DIVISION OFFICE BAGUIO CITY
RELEASED
NOV 11 2026
By:
Time: CTRL No.:

November 10, 2026

DIVISION MEMORANDUM
No. 768-2026

CRAFTING OF THE PSYCHOSOCIAL CRISIS MANAGEMENT PROTOCOL OF THE SCHOOLS DIVISION OFFICE OF BAGUIO CITY

To: Assistant Schools Division Superintendent
All Public Schools District Supervisors
Public School Heads
School Administrative Officers
Guidance Counselors and School Guidance Associates
All Others Concerned

1. In line with the Department of Education's commitment to promoting the mental health and psychosocial well-being of learners and personnel, the Schools Division Office (SDO) of Baguio City shall conduct a four-day activity **entitled Crafting of the Psychosocial Crisis Management Protocol** of the Schools Division Office of Baguio City on **November 17–20, 2026, from 8:00 a.m. to 5:00 p.m., at the Newtown Convention Center, Falcon Hall, 1st Floor.**

2. The activity aims to:
a. develop a comprehensive and standardized Psychosocial Crisis Management Protocol responsive to the needs of schools within the Division;
b. establish clear procedures for identifying, assessing, responding to, and referring individuals affected by psychosocial crises;
c. define the roles, responsibilities, and coordination mechanisms among the Division Office, school heads, guidance personnel, mental health coordinators, and other concerned stakeholders;
d. strengthen personnel's capacity to provide timely and coordinated psychosocial support and interventions; and
e. promote a safe, supportive, and mental health-responsive learning and working environment across the Division.

3. The activity shall involve concerned Division Office personnel and selected school representatives, which include Public School Heads, Administrative officers, Guidance Counselors and School Guidance Associates, whose expertise and functions are essential in the development and implementation of the protocol.

4. All identified participants are expected to actively participate in the discussions, workshops, and development of the proposed protocol to ensure that the resulting document is practical, responsive, and aligned with existing Department of Education policies and guidelines.

5. The final output shall serve as a reference and operational guide for the coordinated management of psychosocial crises in the Schools Division of Baguio City.

DepED DEPARTMENT OF EDUCATION BAGONG PILIPINAS
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6. Attached to this memorandum are the following:
   a. List of expected participants (Enclosure 1)
   b. Activity Matrix (Enclosure 2)

7. For concerns and queries, please contact Dr. Mary Libeney Sito through mobile number 0960-104-0280.

8. Immediate and wide dissemination of this Memorandum is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

NIEVES D. EBANIO PhD
Administrative Officer V

Enclosure 1: List of Expected Participants

A. *School Heads & School Representative*

	SCHOOL	SCHOOL HEADS	DESIGNATED SCHOOL REPRESENTATIVE (Assistant School Head / School Administrative Officer / School Counselor Associate)	TOTAL
District 1-Public Elementary Schools				
1	Baguio Country Club Village ES	Jane L. Adolfo	1	2
2	Gibraltar ES	Gemma N. Lomboy	1	2
3	Lindawan ES	Pamela Andulan	1	2
4	Manuel L. Quezon ES	Hermoso P. Bunnol	1	2
5	Rizal ES-Main	Sharon Christianie R. Castillo	1	2
6	Rizal ES Extension - Liteng	Elizabeth B. Alberto	1	2
District 1- Public Secondary School				
7	Lindawan NHS	Christopher Danglose	1	2
8	Rizal NHS	Marcial L. Lami-ing	1	2
District 2-Public Elementary Schools				
9	Fort del Pilar ES	Remedios P. Quiño	1	2
10	Happy Hollow ES	Myline S. Esteban	1	2
11	Kias ES	Nick Carter C. Gonzalo Jr.	1	2
12	Springhills Integrated School	Randy P. Cayat	1	2
District 2- Public Secondary School				
13	Fort del Pilar NHS	Salome Fangkingan	1	2
14	Happy Hollow NHS	Dwight B. Milan	1	2
District 3-Public Elementary Schools				
15	Baguio City SPED Center	Rommel L. Manzano	1	2
16	Camp 7 ES	Ester Hydie L. Pucdihon	1	2
17	Jose P. Laurel ES	Jerry D. Walsiyen	1	2
18	Loakan ES	Valeriano B. Accad	1	2
19	Baguio City HS	Whitney A. Dawayen	1	2
District 3- Public Secondary School				
20	Hillside NHS	Benjie-Melchor L. Nicolas	1	2
21	Mil-an NHS	Joeferino M. Guinumtad	1	2

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District 4-Public Elementary Schools				
22	Apolinario Mabini ES	Wilma S. Biteng	1	2
23	Brookspoint ES	Marlyn D. Lucas	1	2
24	Don Mariano Marcos ES	Alona C. Estigo	1	2
25	Doña Aurora ES	Estrella B. Bulay	1	2
26	Dona Nicasia J. Puyat ES	Octavia M. Pedro	1	2
District 4- Public Secondary School				
27	Dona Aurora NHS	Riona B. Copiling	1	2
District 5-Public Elementary Schools				
28	Adiwang Integrated School	Lilybeth Ballutoc	1	2
29	Crystal Cave Integrated School	Julia A. Biligan	1	2
30	Dontogan ES	Agnes P. Lomas-e	1	2
31	Manuel A. Roxas ES	Teodora B. Botis	1	2
32	Sto. Tomas ES	Arlito C. Pecay	1	2
District 5- Public Secondary School				
33	Roxas NHS	Victor A.Fernandez	1	2
34	Sto. Tomas NHS	Jason W. Pascaden	1	2
District 6-Public Elementary Schools				
35	Aguinaldo ES	Helen C. Acop	1	2
36	Baguio Central School	Jackson T. Caya-os	1	2
37	Dominican Mirador ES	Zenaida Kunayon	1	2
38	Josefa Cariño ES	Ligaya Annawi	1	2
39	San Luis ES	Genar P. Tacay	1	2
District 6- Public Secondary School				
40	Dominican-Mirador NHS	Sherwin Fernando	1	2
qqqq	Pines City NHS	Danilo P. Gayao	1	2
District 7-Public Elementary Schools				
42	Elpidio R. Quirino ES	Joseph A. Estigoy	1	2
43	Irisan ES	Jeffrey Aliga	1	2
44	Quezon Hill ES	Maria O. Palsi	1	2
45	San Carlos Heights ES	Jacqueline L. Fianza	1	2
District 7- Public Secondary School				
46	Baguio City Science High School	Lucia T. Casim	1	2
47	Irisan NHS	Grace M. Domingo	1	2
48	Quezon Hill NHS	Marjorie Sumakey	1	2
49	Baguio City High School for the Arts	Francis Lumiwes	1	2
District 8-Public Elementary Schools				
50	Bonifacio ES	Juliet R. Mamaril	1	2
51	Fairview ES	Freda Dayog	1	2

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52	Holy Ghost Extension ES	Decky M. Beloken	1	2
53	Lucban Integrated School	Felto P. Agpaoa	1	2
District 8- Public Secondary School				
54	Guisad Valley NHS	Edward C. Vicente	1	2
55	Pinsao NHS	Jane Marie M. Ngolab	1	2
District 9-Public Elementary Schools				
56	Alfonso Tabora ES	Gloria A. Catiyan	1	2
57	Magsaysay ES	Jeannette T. Lacana	1	2
58	Pinget ES	Alice B. Masidong	1	2
59	Quirino Hill ES	Samuel D. Lachica	1	2
District 9- Public Secondary School				
60	Magsaysay NHS	Marilou T. Gomeyac	1	2
61	Pinget NHS	Johnny Kidian	1	2
District 10-Public Elementary Schools				
62	Bakakeng ES	Jimmy B. Garcia Jr.	1	2
63	Dona Aurora H. Bueno ES	Florida F. Cael	1	2
64	Pacday Quinio ES	Annie Laurie W. Bisquera	1	2
65	San Vicente ES	Lillie A. Vinluan	1	2
District 10- Public Secondary School				
66	Bakakeng NHS	Rosalia A. Ocyaden	1	2
67	Joaquin Smith NHS	Janet B. Pascua	1	2
68	San Vicente NHS	Maria Joan D. Andayan	1	2

B. Guidance Councelors, Technical Working Group & Facilitators

	Participants	Position	School/Office
1	Agapita K. Base	Division Guidance Counselor	SDO-Baguio
2	Eldon Harris B. Soriano	Guidance Counselor III	Pines City National High School
3	Jocelyn J. Fetiza	Guidance Counselor III	Irisan National High Shool
4	Maribel Belgica	Guidance Counselor III	Guisad Valley National High School
5	Gladys A. Nocum	Guidance Counselor II	Baguio City High School
6	Rhodelia Balanon	Guidance Counselor III	Baguio City High School
7	Jasmine Evasco	Guidance Counselor	Baguio City High School
8	5 Pax	TWG	
9	5 Pax	Facilitator/Speaker	

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Enclosure 2: ACTIVITY MATRIX

CRAFTING OF THE PSYCHOSOCIAL CRISIS MANAGEMENT PROTOCOL OF THE SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Date: November 17-20, 2026
Venue: Newtown Convention Center, Falcon Hall, 1st Floor

DAY 1 – SITUATIONAL ANALYSIS AND IDENTIFICATION OF PSYCHOSOCIAL CRISIS SCENARIOS

Time/Session	Activities	Expected Output
Opening Program	Welcome Remarks, Rationale, Objectives, and Workshop Expectations	Shared understanding of the activity
Session 1	Overview of Psychosocial Crisis Management and Relevant DepEd Policies and Guidelines	Common understanding of policy framework
Session 2	Situational Analysis of Existing School and Division Practices	Consolidated situational analysis
Session 3	Identification and Categorization of Psychosocial Crisis Scenarios (e.g., suicide risk, violence, bullying, abuse, death, disasters, accidents, and other traumatic events)	List of identified crisis scenarios
Workshop 1	Risk Assessment, Vulnerability Mapping, and Identification of Gaps in Existing Response Mechanisms	Psychosocial crisis risk and gap analysis

Major Output: Consolidated Situational Analysis and Psychosocial Crisis Scenario Matrix

DAY 2 – DEVELOPMENT OF CRISIS RESPONSE, PFA, AND REFERRAL PROCEDURES

Time/ Session	Activities	Expected Output
Session 1	Principles and Standards of Psychological First Aid (PFA)	Agreed PFA response guidelines
Session 2	Development of Immediate Crisis Response Procedures	Standardized initial response procedures
Session 3	Development of Screening, Assessment, and Referral Pathways	Referral and assessment flowchart
Session 4	Crisis Intervention, Case Management, and Follow-up Mechanisms	Case management and follow-up procedures
Workshop 2	Drafting of Step-by-Step Response Protocols for Identified Crisis Scenarios	Draft crisis response procedures

Major Output: Draft Crisis Response, PFA, Assessment, Referral, and Follow-up Protocols

DAY 3 – ROLES, RESPONSIBILITIES, COORDINATION, AND RESOURCE MAPPING

Time/ Session	Activities	Expected Output
Session 1	Identification of Roles and Responsibilities of the SDO, School Heads, Guidance Personnel, Mental Health Coordinators, DRRM Coordinators, and Other Concerned Personnel	Roles and Responsibilities Matrix
Session 2	Establishment of Coordination and Communication Mechanisms	Coordination and communication framework
Session 3	Mapping of Internal and External Referral Partners (Health Facilities, Psychiatrists, Psychologists, Social Workers, LGUs, and Other Service Providers)	Directory of referral partners
Session 4	Resource Mapping and Identification of Available Support Services	Division and school resource inventory
Workshop 3	Development of Crisis Management Team Structure and Activation Procedures	Proposed crisis management structure and activation flowchart

Major Output: Roles and Responsibilities Matrix, Coordination Framework, and Referral Resource Directory

DAY 4 – PROTOCOL FINALIZATION, PRESENTATION, AND VALIDATION

Time/ Session	Activities	Expected Output
Session 1	Presentation of Consolidated Draft Psychosocial Crisis Management Protocol	Consolidated draft protocol
Session 2	Technical Review, Group Discussion, and Validation of Procedures	Comments and recommendations
Session 3	Integration of Revisions and Finalization of the Protocol	Revised final draft
Session 4	Presentation and Adoption of the Proposed Division Protocol	Validated protocol
Closing Program	Synthesis, Agreements, Next Steps, and Closing Remarks	Implementation commitments and action points

Major Output: Validated Draft of the Psychosocial Crisis Management Protocol of the Schools Division Office of Baguio City