



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

AUG 04 2025

REGIONAL MEMORANDUM

No. 228 s. 2025

**WORKSHOP ON THE DEVELOPMENT OF OFFICE FUNCTIONS AND
PRESENTATION OF THE JOB DESCRIPTIONS UNDER THE BASIC EDUCATION
MENTAL HEALTH AND WELL-BEING PROMOTION ACT**

To: OIC-Assistant Regional Director
Schools Division Superintendents of Negros Occidental and Negros Oriental
Regional Functional Division Chiefs
All Others Concerned

1. Attached is DM-OUHROD-2025-1887 from the Human Resource and Organizational Development dated on July 18, 2025 regarding the **Workshop on the Development of Office Functions and Presentation of the Job Descriptions under the basic Education Mental Health and Well-being Promotion Act.**
2. Attention is particularly invited to paragraphs 2, 5, and 6 of the said Memorandum.
3. Equal Opportunity Principle (EOP) shall be exercised to underscore the Department's policy of no discrimination against any personnel for professional learning and development regardless of age, gender, civil status, disability, region, ethnic group, and political beliefs.
4. For further queries, contact Mr. Joe Marie C. Dolino, OIC-SEPS, NEAP-R at +639391825379.
5. Immediate dissemination of and compliance with this Memorandum are directed.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated
Reference: DM-OUHROD-2025-1887
To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE

PROGRAMS

ORIENTATION

JMCD/HRDD-RM- WORKSHOP ON THE DEVELOPMENT OF OFFICE FUNCTIONS
052/August 1, 2025



Address: Batinguel, Dumaguete City, 6200
Telephone Nos:
Email Address: nir@deped.gov.ph
Website: depednir.net



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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-1887

TO : **DEXTER N. PANTE, OIC-Director III, BHROD**
MICHAEL JOSEPH CABAUATAN, Director III, NEAP
PETER MARC D. MAGSALIN, Director IV, BCD
MARILETTE R. ALMAYDA, Director IV, BAE
DR. MIGUEL ANGELO S. MANTARING, Director IV, BLSS
Regional Directors Concerned
School Division Superintendents Concerned
School Heads Concerned
All Others Concerned

FROM : **WILFREDO E. CABRAL**
*Undersecretary
Human Resource and Organizational Development*

SUBJECT : **WORKSHOP ON THE DEVELOPMENT OF OFFICE FUNCTIONS
AND PRESENTATION OF THE JOB DESCRIPTIONS UNDER THE
BASIC EDUCATION MENTAL HEALTH AND WELL-BEING
PROMOTION ACT**

DATE : July 18, 2025

The Republic Act No. 12080, also known as the *Basic Education Mental Health and Well-Being Promotion Act*, mandates the establishment of a comprehensive mental health program across all public and private basic education institutions. This includes the creation of Care Centers in schools, Mental Health and Well-Being Offices (MHWO) in Schools Division Offices, and a proposal for Learners Welfare Division at the Central Office. The law also provides for the hiring and deployment of qualified mental health professionals, including School Counselors, School Counselor Associates, and Schools Division Counselors, to ensure the delivery of mental health services and support systems for learners and personnel.

To support the implementation of the law, the Bureau of Human Resource and Organizational Development-Organization Effectiveness Division (BHROD-OED) will conduct the **Workshop on the Development of Office Functions and Presentation of the Job Descriptions under the Basic Education Mental Health and Well-Being Promotion Act**. This workshop will be held on August 26-29, 2025, at Baguio Teacher's Camp, Leonard Wood Rd., Baguio City, Benguet.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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This activity is a continuation of the initial consultation and writeshop held at NEAP-NCR, Marikina last February 2025, which focused on drafting the job descriptions for School Counselors, School Counselor Associates, and Schools Division CounselorsP. It aims to ensure that the duties and responsibilities are aligned with the actual functions, emerging service demands, and current conditions in schools and field offices.

The workshop will gather comments, recommendations, and insights from selected DepEd field office personnel and key external stakeholders on drafting the function of the offices stipulated in the law. This consultation is a critical step prior to the submission of documents to the Department of Budget and Management (DBM) for the creation of plantilla positions and proposed offices.

The list of selected participants is provided in **Annex A**, while the indicative program of activities is included in **Annex B** of this memorandum. The identified participants were chosen based on their current roles and are deemed well-suited to provide meaningful contributions to the development of office functions. They are expected to provide valuable insights through in-depth interviews and focus group discussions during the workshop's breakout sessions. All participants are requested to accomplish the online pre-registration through this link: <https://bit.ly/PreRegRA12080> on or before **August 15, 2025**.

Moreover, kindly take note of the following administrative and logistical arrangements:

	Day 1	Day 2	Day 3	Day 4
Breakfast		✓	✓	✓
AM Snacks		✓	✓	✓
Lunch		✓	✓	✓
PM Snack	✓	✓	✓	
Dinner	✓	✓	✓	

1. The program proper will begin on **Day 1 at 1:00 pm**. Participants may check in at 2:00 P.M.;
2. The last meal will be lunch on **Day 4**. Participants are expected to check out at 12:00 P.M.;
3. Board and lodging of all participants shall be charged against GASS funds under Activity Code AC-25-BHROD-OED-GASS-2-056 while travelling, and other miscellaneous expenses of the participants shall be charged against their respective local funds, subject to the usual accounting and auditing rules and regulations; and
4. Participants are requested to bring their own **laptops** and **extension cords** for the workshop.

Should you have any clarifications, please feel free to contact **Ms. Pia P. Pangilinan-Eugenio** or **Mx. Van Sanchez** of the BHROD-OED through email at bhrod.oed@deped.gov.ph or at the telephone number **(02) 8633-5375**.

For your guidance and appropriate action.

[BHROD-OED/ PPangilinan-Eugenio]



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ANNEX A: LIST OF PARTICIPANTS

Workshop on the Development of Office Functions and Presentation of Job Descriptions under the Basic Education Mental Health and Well-Being Promotion Act
August 26-29,2025 | Baguio Teacher's Camp

No.	Names	Office/ Place of Assignment	Position
1.	Ma. Lovenia H. Rodriguez	NCR SDO Caloocan - Kalayaan National High School	Guidance Counselor I
2.	Mark Risty S. Tan-awon	RO IX - SDO Zamboanga del Sur	Guidance Counselor I
3.	Ryan A. Betoya	RO XII SDO General Santos City - General Santos City SPED Integrated School	Guidance Counselor II
4.	Melecare M. Carrillo	ROXI SDO Tagum City- Tagum National High School	Guidance Counselor III
5.	Sheridan Manamtan	SDO-San Carlos City -Speaker Eugenio Perez National Agriculture School	Guidance Counselor III
6.	Ma. Kathleen Haban	SDO Isabela-Quezon National High School	Guidance Counselor III
7.	Eldon Harris B. Soriano	Pines City National High School	Guidance Counselor III
8.	Sheena Arguelles	SDO Batangas City -Batangas City National High School	Guidance Counselor III
9.	Rhett Ryan M. Catada	NCR SDO Valenzuela City - Gen. Tiburcio de Leon	Guidance Coordinator I
10.	Marylou B. Saban	NIR SDO Negros Occidental - Negros Occidental High School	Guidance Coordinator III
11.	Joan B. Cañeda	ROX SDO Iligan City - Iligan City National High School	Guidance Coordinator III
12.	Kathleen D. Omoso	NIR SDO Negros Oriental - Sibulan National High School	Guidance Service Specialist I
13.	Generuth Bagaforo	SDO- Butuan City CARAGA	Education Program Specialist II
14.	Airene Dayrit	RO 3 - SDO San Fernando	Senior Education Program Specialist
15.	Melanie Mandin	SDO Davao Del Norte	Senior Education Program Specialist
16.	Millie Jane T. Fudolig	CO NEAP-PDD	Senior Education Program Specialist
17.	Michelle C. Bautista	CO BAE-PQAD	Senior Education Program Specialist
18.	Jona Kristen M. Valdez	CO BCD-CSDD	Senior Education Program Specialist
19.	Venus M. Dis-Aguen	CO BCD-CSDD	Senior Education Program Specialist



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No.	Names	Office/ Place of Assignment	Position
20.	Clarence S. Canton	CO BLSS-YFD	Guidance Service Specialist I
21.	Gian Erik M. Adao	CO BLSS-SHD	Education Program Specialist II
22.	Jordan P. Concepcion	CO BLSS-SHD	Technical Assistant II
23.	Belle Beatrice D. Hombrebueno	CO BLSS-SHD	Technical Assistant II
24.	Camille Grace T. Cariaga	CO BLSS - LRPD	TA III
25.	Angelica M. Gagula	CO BLSS - LRPD	TA I
26.	Liberty R. Valencerina	NCR - Everest International School	Guidance Counselor/PGCA
27.	Sheila Marie G. Hocson	FEU Manila	Research Fellow & Full Professor/ PGCA
28.	Carmencita H. Salonga	Psychological Association of the Philippines	Board Member
29.	Adelaida C. Guines	Philippine Guidance and Counseling Association	VP for External Affairs
30.	Dexter N. Pante	CO BHROD	OIC - Director III
31.	Sarah Bianca Bilag	CO BHROD-HRDD	PDO III
32.	Carla Jane Gob	CO BHROD-HRDD	PDO III
33.	Earl Ryan A. Losito	CO BHROD-EWD	SAO
34.	Kiarrah Zhane Misolas	CO BHROD-EWD	AO II
35.	Christopher Devera	CO BHROD-SED	PDO III
36.	Kristel Torrefiel	CO BHROD-SED	TA I
37.	Pia P. Pangilinan-Eugenio	CO BHROD-OED	PDO III
38.	Asmen Halog	CO BHROD-OED	AO IV
39.	Van Sanchez	CO BHROD-OED	TA II
40.	Rosemerval Albo	CO BHROD-OED	AO IV

Human Resource and Organizational Development	Mental Health and Well-Being Office (MHWO)	Learning Welfare Division (LWD)
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ANNEX B: PROGRAM DESIGN

Workshop on the Development of Office Functions and Presentation of Job Descriptions under the Basic Education Mental Health and Well-Being Promotion Act
August 26-29, 2025 | Baguio Teacher's Camp

INDICATIVE PROGRAM OF ACTIVITIES		
TIME	ACTIVITY	Expected Output
DAY 1: Tuesday (August 26)		
AM	Travel Time	
PM 1:00 pm Meals: 3:00pm -Snacks 6:00pm -Dinner	Registration Preliminaries National Anthem Invocation Program Objectives Assign Groupings	Assign Groupings Well-Being Office (MHWO)
DAY 2: Wednesday (August 27)		
AM Meals: 06:00am - Breakfast 08:00am - Program proper 10:30am - Health Break 12:00pm - Lunch	<p>Prayer</p> <ul style="list-style-type: none"> Introduction of Participants Opening Message from BHROD Director Context of the Workshop Discussion of the context RA12080 Framework for the Functions School Counselors, School Counselor Associates and SDC to be discussed by BLSS <p>Workshop 1:</p> <ul style="list-style-type: none"> Presentation of JD of SC, SCA, SDC Provide template & database, if there are still comments of the final JD 	Presented final duties and responsibilities of the following positions: <ul style="list-style-type: none"> Schools Division Counselor School Counselor I-IV School Counselor Associate I-V
PM 01:00pm- Program Proper 3:00pm - Health Break 6:00pm -Dinner	Workshop 2: Defining Office function <ul style="list-style-type: none"> Care Center Mental Health and Well-Being Office (MHWO) Learners Welfare Division (LWD) 	Drafted office functions of the following offices: <ul style="list-style-type: none"> Care Center MHWO LWD



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INDICATIVE PROGRAM OF ACTIVITIES

TIME	ACTIVITY	Expected Output
DAY 3: Thursday (August 28)		
AM Meals: 06:00am - Breakfast 10:30am - Health Break 12:00pm - Lunch	Workshop 3: Plenary Presentation and Critiquing of the drafted Office Functions • Care Center	Vetted Office Functions: • Care Center
PM Meals: 01:00pm- Program Proper 3:00pm -Snacks 6:00pm -Dinner	Plenary Presentation and Critiquing of the drafted Office Functions • Mental Health and Well-Being Office (MHWO) • Learners Welfare Division (LWD)	Vetted Office Functions: • Mental Health and Well-Being Office (MHWO)
DAY 4: Friday (August 29)		
AM Meals: 06:00am - Breakfast 10:30am - AM Snacks 12:00pm - Lunch	Prayer Energizer Continuation of Workshop 3: Plenary Presentation and Critiquing of the drafted Office Function. Ways Forward Closing Remarks Accomplish Workshop Evaluation Distribution of Certificates	Vetted Office Functions: • Learners' Welfare Division Agreements/ Next steps
END OF WORKSHOP		

