



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

JUL 03 2025

MEMORANDUM

**PSYCHOLOGICAL FIRST AID (PFA) TRAINING FOR REGIONAL AND SCHOOLS
DIVISION NON-TEACHING PERSONNEL / DRRM COORDINATORS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Principals / OICs
All Others Concerned

1. Attached is Regional Memorandum No. 537, s. 2025, dated June 13, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please see the attached list of participants for reference.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: As stated
References: As stated
To be indicated in the Perpetual Index
Under the following subjects:

SAFETY EDUCATION COMMUNICATIONS

ELK/DM/PSYCHOLOGICAL FIRST AID (PFA) FOR REGIONAL AND SCHOOLS DIVISION NON-TEACHING PERSONNEL / DRRM
COORDINATORS

285 / June 30, 2025

UN-2025-285



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

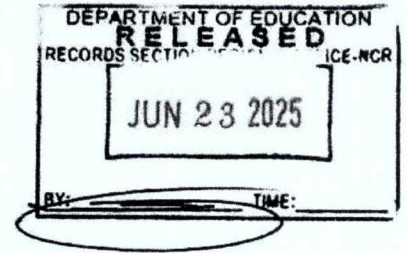
**LIST OF PARTICIPANTS FOR PSYCHOLOGICAL FIRST AID (PFA) TRAINING
FOR REGIONAL AND SCHOOLS DIVISION NON-TEACHING PERSONNEL /
DRRM COORDINATORS**

Date: September 9-12, 2025, at Bataan (exact venue to be announced)

No.	Name	Position	School
1	Dr. Maricel R. Subida	Dentist II	Schools Division Office
2	Mr. Eduardo L. Kondo	PDO-II, DRRM	Schools Division Office
3	Mr. John Lord G. Vivo	Project Development Officer I	Schools Division Office
4	Mr. Michael F. Domingo	Project Development Officer I	Schools Division Office
5	Mr. Melanio Rizaldo San Jose Jr	Project Development Officer I	Schools Division Office
6	Ms. Eileen E. Sioao	Project Development Officer I	Schools Division Office
7	Mr. King Solidini J. Torres	Project Development Officer I, YFD	Schools Division Office
8	Ms. Ma. Romma S. Pagador	Project Development Officer I, YFD	Schools Division Office



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



June 13, 2025

REGIONAL MEMORANDUM

No. 537 s. 2025

TO: SCHOOLS DIVISION SUPERINTENDENTS
FUNCTIONAL DIVISION CHIEFS/UNIT HEADS

PSYCHOLOGICAL FIRST AID (PFA) TRAINING FOR REGIONAL AND SCHOOLS DIVISION NON-TEACHING PERSONNEL/DRRM COORDINATORS

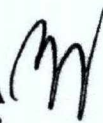
In response to DepEd Order No. 002, s. 2024 re: **Immediate Removal of Administrative Tasks of Public School Teachers**, the non-teaching personnel will be trained to replace the teachers who are performing the aforesaid task. Additionally, as part of the Disaster Preparedness and Response Program (DPRP) of Department of Education, the DepEd-National Capital Region - Education Support Services Division-Disaster Risk Reduction and Management will conduct Psychological First Aid (PFA) Training for Region and Schools Division Non-teaching Personnel/DRRM Coordinators on September 9-12, 2025 at Bataan. Exact venue to be announced later.

Relative to this each schools division is allotted eight (8) slots. A list of participants, signed by the Schools Division Superintendent must be submitted to Education Support Services Division on or before June 30, 2025. Travel time September 9, 2025. Participants must be present in the venue on Day 1, September 10, 2025.

Board and loading will be shouldered by the Regional Office charged to 2024 DPRP Fund, while transportation and other miscellaneous expenses of participants can be charged to DPRP/Local/MOOE funds, subject to the usual accounting and auditing rules and regulations. Confirmed participant failed to attend will pay the expenses for the board and lodging for three (3) days in the amount of Six Thousand Pesos (Php 6,000.00).

For any query, please contact Mr. Perlito G. Manalad, Project Development Officer II, Education Support Services Division at mobile no. 0919-6262308.

Immediate dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA 
Regional Director NCR
Concurrent Officer-In-Charge
Office of the Assistant Secretary for Operations



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