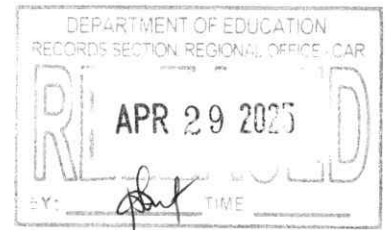




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



29 April 2025

**REGIONAL MEMORANDUM**

No. 294-2025

**SUBMISSION OF REPORTS AND UPDATES ON BRIEF TOBACCO  
INTERVENTION (BTI) AND COMPREHENSIVE TOBACCO  
CONTROL PROGRAM (TCP)**

To: Assistant Regional Director  
Schools Division Superintendent  
School Health Personnel Concerned  
All Others Concerned

1. Pursuant to OUOPS Memorandum No. DM-OUOPS-2024-08-02245, all divisions' Tobacco Control Program focal persons are directed to submit updates on the number of personnel and learners provided with Brief Tobacco Intervention (BTI) up to April 2025, along with reports on activities for the Tobacco Control Program (TCP).

2. The submission deadline for the Brief Tobacco Intervention (BTI)- related updates is on May 15, 2025, and must be completed using the provided form which can be accessed through the link: <https://tinyurl.com/depedbti2025>.

3. Additionally, reports on activities conducted for the Tobacco Control Program must be submitted through the designated links below before the reporting deadlines:

FISCAL YEAR	DEADLINE OF REPORTING	LINK TO SUBMISSION/TEMPLATE
2024	May 15, 2025	<a href="https://tinyurl.com/depedtobaccontrol2024">https://tinyurl.com/depedtobaccontrol2024</a>
2023	May 31, 2025	<a href="https://tinyurl.com/depedtobaccontrol2023">https://tinyurl.com/depedtobaccontrol2023</a>
2022 and/or earlier	June 30, 2025	<a href="https://tinyurl.com/depedtobaccontrol2022">https://tinyurl.com/depedtobaccontrol2022</a>

4. Please ensure that a valid DepEd email is used to access the submission links.

5. Attached for reference is the Memorandum DM-OUHROD No. 2024-08-02245 dated March 31, 2025, from the Office of Undersecretary for Operations, Assistant Secretary and Officer-in-Charge, Malcolm S. Garma.

6. For any questions and clarifications, please contact Georgina C. Ducayso, ESSD Chief at cellphone number 0928-781-6074, or Joane S. Bumanghat, Tobacco Control Program focal at cellular number 090916567891 or email at [joane.bumanghat@deped.gov.ph](mailto:joane.bumanghat@deped.gov.ph).



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7. Immediate dissemination of and compliance with this Memorandum is directed.

Digitally signed by  
ESTELA P. LEON-CARIÑO  
EdD, CESO III

**ESTELA P. LEON-CARINO EdD, CESO III**  
Director IV/Regional Director

*Enclosure: As stated*

*ESSD/GCD/jsb." Submission of BTI and TCP Reports"*  
*April 29, 2025*



Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-09-06281

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

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	(a) <b>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. Hombrebuena**, Technical Assistant II of BLSS-SHD, through (02) 8-632-9935 or email at [blss.shd@depdep.gov.ph](mailto:blss.shd@depdep.gov.ph).