



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



22 April 2025

REGIONAL MEMORANDUM

NO: 284.2025

**SUBMISSION AND UPDATING OF SCHOOL MENTAL HEALTH PROGRAM
REPORTS AND OTHER OKD PROGRAM REPORTS**

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

1. This office through the Education Support Services Division - Health and Nutrition Section hereby sets the schedule of the submission and updating of School Mental Health Program reports and other OKD program reports.
2. In furtherance thereof, Schools Division Offices and schools are required to submit and update the reports for the following purposes:
 - a. timely and consistent submission and updating of reports;
 - b. updated Regional Database of learners and school personnel with mental health concern and School-based Mental Health Professionals and trained personnel for mental health; and
 - c. immediate response to reports in need of urgent intervention.
3. School health personnel involved in the submission of reports are requested to ensure that the reports being submitted are accurate and consistent with those being submitted through the BEIS.
4. To guide the SDOs and schools in the monthly submission and updating, indicated below are the schedules and links for the submission and updating of reports:

REPORTS	LINK OF SUBMISSION	SCHEDULE OF SUBMISSION AND UPDATING
a. Mental Health and other related Cases	https://shorturl.at/QjAmY	Every 3 rd Monday of the Month
b. School-Based Mental Health Professional and/or Trained for Mental Health	https://shorturl.at/KIVUb	Quarterly and or Every after Training)



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c. End of School Year OKD Report	https://shorturl.at/Zoe3L	April 30, 2025
d. Monitoring and Evaluation Plan (from P.I.R)	https://shorturl.at/mko2	April 25, 2025
e. Pregnancy and Psychosocial and other related data	https://shorturl.at/isQmT	April 30, 2025
f. Form 5	https://shorturl.at/OABuf	April 25, 2025

5. For questions and clarifications, please contact Georgina C. Ducayso, ESSD Chief at cellphone number 0928-781-6074, or Dr. Raymond S. Damoslog, Medical Officer IV through email at raymond.damoslog@deped.gov.ph.

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

Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2025.04.23 09:13:05
+08'00'

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

ESSD/GCD//lsan/ Submission of SMHP and other OKD Reports
April 22, 2025