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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
RELEASED
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BY: [Signature]

Division MEMORANDUM

No. _____, s. 2021

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Public and Private Elementary and Secondary School Heads
All Others Concerned

FROM: **VICTORIA V. GAZO**
Schools Division Superintendent

DATE: May 5, 2021

**SUBJECT: DISSEMINATION OF DEPED TASK FORCE COVID-19
MEMORANDUM NO. 386 RE: INVITATION FOR PERSONNEL TO
SIGN UP AS FACILITATORS IN THE "TAYO NAMAN!" ONLINE IN-
DEPTH SESSIONS FOR DEPED PERSONNEL**

The field is hereby informed of the DepEd Task Force COVID-19 Memorandum No. 386 re: Invitation for Personnel to Sign Up as Facilitators in the "TAYO NAMAN!" Online In-depth Sessions for DepEd Personnel. Its content is self-explanatory.

For widest dissemination.

Encl.: As stated

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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

DepEd Task Force COVID-19
MEMORANDUM No. 386
03 May 2021

For: **Regional Directors**
Schools Division Superintendents
All DepEd Personnel

Subject: **INVITATION FOR PERSONNEL TO SIGN UP AS**
FACILITATORS IN THE "TAYO NAMAN!" ONLINE
IN-DEPTH SESSIONS FOR DEPED PERSONNEL

The COVID-19 pandemic has brought the entire population to a new normal which exposed people not only to threats on physical health, but also to the vulnerability to stress and mental health concerns. In light of the challenges and anxiety brought about by the pandemic, the Department of Education (DepEd) through the Disaster Risk Reduction and Management Service (DRRMS) conducted different online activities to support the mental health of learners, parents, and DepEd personnel from April to October 2020.

These include the Wellness Check Series, which are online sessions for personnel that feature discussions on various topics related to positive coping mechanisms to combat stress and other challenges to one's mental health brought about by the COVID-19 pandemic. Knowing the importance of protecting the mental wellness of the entire DepEd populace, the DRRMS plans to continue its online MHPSS activities for personnel this 2021.

The program, renamed as **TAYO NAMAN! Tulong, Alaga, Yakap at Oras para sa mga Tagapagtaguyod ng Edukasyon**, will include an online in-depth session to deepen and complement the discussions on the different topics on mental health and psychosocial well-being during the live webinar sessions. This is to provide personnel with a support group that will assist them as they navigate through the new normal.

In this light, the DRRMS opens its **sign up for volunteer personnel** who would like to be **facilitators** in the small group discussion. The Sign-up Form can be accessed through this link: <http://bit.ly/TAYONAMANFacilitatorSignUp>. The registration for the TAYO Naman facilitators will end on **May 10, 2021 at 5:00 PM**.



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Selected facilitators will have support training with MAGIS through weekly sessions every Wednesday and will go through intensive three-hour training sessions once every month. In addition, they will also be provided with a certificate of completion after the one-quarter training.

The activity will commence on **19 May 2021, 5:30 PM to 8:00 PM** (tentative) as part of the mental wellness series for personnel.

Attached to this memorandum are the following:

Annex A: Qualifications for Breakout Discussion Facilitator in the Online In-Depth Session

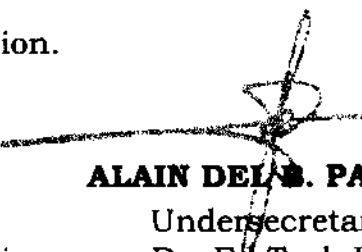
Annex B: Tentative Program for the Online In-Depth Session

Annex C: Tentative List of Topics of TAYO Naman! Episodes

Annex D: Tentative Program for the TAYO NAMAN! Live Sessions

For further information, please contact Ms. Joan Grace Llamado at 09760406953 and email at joan.llamado@deped.gov.ph or Ms. Shanaia Kylie Pillosis at 09052274734 and email at shanaia.pillosis@deped.gov.ph.

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary
Chairperson, DepEd Task Force COVID-19



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Annex A

Qualifications for Breakout Discussion Facilitator in the Online In-Depth Session

Breakout Discussion Facilitators shall ensure the smooth flow of the breakout group discussion. He/she will be trained to develop and strengthen facilitation skills such as attunement and presencing, which will be helpful in holding safe spaces for participants in a group setting. The following enumerates the qualifications:

1. Must be a Department of Education personnel
2. Must be able to provide proof of training in Psychological First Aid (PFA)
3. Interested in advocating for Mental Health
4. Must have good command of Filipino and English
5. Must have a quiet space in the house to participate virtually in the small group sessions
6. Must have enough bandwidth to participate in online video calls
7. Must be willing to commit to the following:
 - a. Attend the two and a half-hour small group session every Wednesday
 - b. Attend the three-hour intensive training once every month (Saturday) specifically designed for facilitators of this program
 - c. Attend debriefing sessions twice a month
 - d. Attend all episodes of TAYO NAMAN! Tulong, Alaga, Yakap at Oras para sa mga Tagapagtaguyod ng Edukasyon, every Friday at 8:30-10:00 AM via Zoom.



Annex B

Tentative Program for the Online In-Depth Sessions

Schedule	Activity	Participants
5:30-6:30 PM	Introduction (Plenary Session)	MAGIS speakers and facilitators; All personnel participants
6:30- 7:30 PM	Breakout Group Discussion	1 Magis Facilitator 2 Volunteer Facilitators 8 personnel
7:30- 8:00 PM	Closing (Plenary Group Discussion)	MAGIS speakers and facilitators; All personnel participants



Annex C

Tentative List of Topics of TAYO Naman! Episodes

Theme	Topics	Description
<p>Understanding My Well-Being</p>	<p>Increasing Self-Awareness to Thrive and Excel in the New Normal</p>	<p>The session aims to help participants:</p> <ul style="list-style-type: none"> • Understand the concept of self-awareness its importance and effect on a person’s mental-health and well-being; • Learn ways on how to recognize and evaluate their strengths and limitations; • Develop a well-grounded sense of confidence, optimism, and a “growth mindset;” • Clarify their personal values and vision; and • Set clear goals and learn how to apply goal-setting in their academic and personal lives.
	<p>Understanding the Psychology of Emotions</p>	<p>This session aims to help participants:</p> <ul style="list-style-type: none"> • Understand the neurobiological nature of emotions and its core elements; • Become more aware of the emotional effects of COVID-19 pandemic to their mental health; • Learn practical and proactive ways on how to identify, express and regulate their emotions; and • Develop self-discipline and a sense of responsibility for their actions and choices for various situations at work.
<p>Examining My Inner Struggles in the Midst of Pandemic</p>	<p>Dealing with Grief and Loss</p>	<p>This session aims to help participants:</p> <ul style="list-style-type: none"> • Understand the process of grief; • Learn ways of coping with grief; and, • Learn ways of Assisting Others who are experiencing grief
	<p>Understanding and Managing Common Mental Disorders and other Psychosocial Concerns</p>	<p>This session aims to help participants:</p> <ul style="list-style-type: none"> • Differentiate the concepts of Mental Health and Mental Disorders; • Recognize the red flag signs of common mental disorders and other psychosocial concerns; • Evaluate their own mental health and determine their current emotional disposition; and



		<ul style="list-style-type: none"> • Learn strategies in effectively managing common mental disorders and psychosocial concerns.
	Healing from Past Hurts and Traumas	<p>This session aims to help participants:</p> <ul style="list-style-type: none"> • Understand how memories are formed and the factors that affects how they are processed by different individuals; • Discover the interplay between memories and behavior; • Learn practical steps on dealing with past hurts and traumas; and • Learn ways of utilizing positive memories to cultivate healing from negative experiences.
Enhancing My Well-Being	Resilience through Positive Psychology: Emerging and Keeping up from Adversities	<p>The session aims to help participants:</p> <ul style="list-style-type: none"> • Understand the concepts of Positive Psychology and Resilience; • Integrate purposeful positive psychology concepts and ideas in effectively dealing with adversities; and • Utilize positive psychology in enhancing their level of mental health and wellbeing during this pandemic.
	Practicing Mindfulness to Manage Stress	<p>The session aims to help participants:</p> <ul style="list-style-type: none"> • Understand the definition of stress and identify their current sources of stress; • Understand Mindfulness and its benefits to the Mental Health and well-being of a person; • Learn different mindfulness and relaxation activities to re-invigorate the body from stress and physical exhaustion/exertion; and • Appreciate and incorporate the practice of mindfulness in their daily activities.
	Promoting Digital Well-being	<p>This session aims to help participants:</p> <ul style="list-style-type: none"> • Understand the impact of online experiences to their mental health and well-being; • Learn how to become responsible and empowered digital citizens; • Acquire techniques on to protect one's mental health while navigating the digital world; and



		<ul style="list-style-type: none"> • Be motivated in becoming a mental health advocate and participate in the mental health advocacy through social media.
Enriching My Relationship with Others	Strengthening Family Relationships amidst the COVID-19 Pandemic	<p>This session aims to help participants:</p> <ul style="list-style-type: none"> • Understand the role of the family as a social support system this time of pandemic; • Identify the most common issues faced by families during this time of pandemic; • Highlight the positive impact of the family to one's mental health, coping, and general well-being; and • Learn effective ways on how to better improve relationships with family members and loved ones.
	Connecting and Building Healthy Relationships with Co-Workers	<p>This session aims to help participants:</p> <ul style="list-style-type: none"> • Understand the concepts of relationships and conflicts; • Learn the barriers and concerns that prevent people from establishing healthy relationships; • Define the concepts of trust, respect and inclusion and understand how these are essential in building relationships; and • Acquire strategies that will allow them to handle conflicts and ensure healthy relationships.
	Providing Empathy and Support in the Time of Physical Distancing	<p>This session aims to help participants:</p> <ul style="list-style-type: none"> • Define and understand the importance of empathy, compassion and support in the midst of pandemic; and • Highlight ways to provide mental and emotional support to others in the midst of the current COVID-19 situation.
Exploring My Spirituality	Being One with the Nature	<p>The session aims to help participants:</p> <ul style="list-style-type: none"> • Understand the impact of nature to one's well-being • Learn ways of taking care of our environment; and • Learn to connect more with the environment.
	Nurturing Spirituality	<p>The session aims to help participants:</p> <ul style="list-style-type: none"> • Suggest ways on how to deepen the spiritual life of an individual;



		<ul style="list-style-type: none"> • Learn ways on how to be more aligned to inner self; and • Have a deeper appreciation of the effects of spiritual activities to our mind and body and incorporate them in the daily routine/habits
	Solace and Prayer	<p>This session aims to help participants:</p> <ul style="list-style-type: none"> • Experience solace and peace through interfaith prayer session; and • Have a deeper appreciation of the effect of prayer to one's mental health and well-being.



Annex D

Tentative Program for the TAYO NAMAN! Live Sessions

Schedule	Activity	Speaker
Every Friday 8:30-10:00 AM	Introduction	Host
	Physical Activity/Exercise	Host Division
	Foreword	DepEd Officials and Partners' Representatives
	Speaker Discussion	Expert Speaker
	Panel Discussion	Panelist and Facilitator *
	Synthesis	Speaker
	Final Remarks	DepEd Officials and Partners' Representatives

**From host division*



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