



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



Dec. 3, 2019

DIVISION MEMORANDUM
No. 124, series of 2019

CONDUCT OF PSYCHOLOGICAL FIRST AID (PFA) FOR SCHOOLS DIVISION OFFICE PERSONNEL

TO: OIC – Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
All Schools Division Office Personnel

1. This is to inform the Schools Division Office (SDO) Personnel that there will be conduct of Psychological First Aid for SDO Personnel on **December 11, 2019 at Avenue One Hotel, Digos City.**
2. The activity will provide practical care and support that does not intrude, assess the needs and concerns of participants, comfort, help to feel calm, help to connect to information, services and social supports and protect from further harm.
3. The participants of the said activity are OIC – Assistant Schools Division Superintendent, Chief Education Supervisors (CID&SGOD), CID Personnel, SGOD Personnel, Admin. Personnel, OSDS Personnel, Budget and Finance Personnel and other SDO Personnel.
4. The Division Chiefs/Unit/Section Heads shall ensure that there will skeletal staff per office. Personnel with frontline services shall be on duty at the Schools Division Office to ensure that services shall not be hampered.
5. Registration, meals, and snacks shall be charged to DRRM Downloaded Funds while travel expenses and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
6. For your information and compliance.


CRISTY C. EPE, CESE
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
49006
DATE: 06 DEC 2019 TIME: 10:45
BY: 

Encls: As stated
References: As stated
To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE DRRM PFA
03 December, 2019