



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.

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