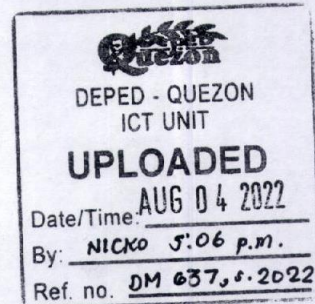




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



03 August 2022

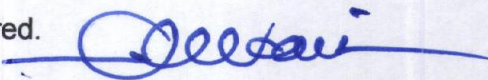
DIVISION MEMORANDUM

DM No. 637, s. 2022

SCHOOL-LEVEL ORIENTATION AND ACTION PLANNING FOR HEALTHY LEARNING INSTITUTIONS

To: Assistant Schools Division Superintendents
Division Chiefs
Elementary School Heads
Clinic Teachers
Elementary Nurses
All Others Concerned

1. In reference to OUA Memorandum No. 00-0622-0116 entitled Field Workshop and INSET for the Pilot Implementaion of Healthy Learning Institutions, this Office announces that there will a **School-Level Orientation and Action Planning For Healthy Learning Institutions** on August 15-18, 2022 at Queen Margarett Hotel, Brgy. Domoit, Lucena City.
2. Participants are school heads, clinic teachers, public schools district supervisors, elementary nurses, SPTA President, LGU representative and RHU MHO/representative.
3. School Heads are advised to bring their school data on EBEIS for action planning.
4. Attached herewith is the list of participating Last Mile Elementary Schools (LMES).
5. For more information and further details, please contact Marie Antoinette A. Tesalona MD Division Medical Officer III or you can email at marieaguinaldo.tesalona@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

sgodshs/08/03/2022

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

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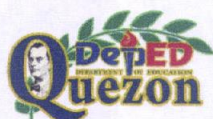
Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Enclosure to DM No. _____ s. 2022

LIST OF PARTICIPATING LAST MILE SCHOOLS (LMESs)

	MUNICIPALITY	SCHOOLS
1	Burdeos	Amot ES
		Caniwan ES
		San Rafael ES
		Palasan ES
2.	Buenavista	San Isidro Ilaya ES
		San Isidro Ibaba ES
		Cabong ES
		Del Rosario ES
3.	Jomalig	Gango ES
		Apad ES
4.	Guinayangan	Sta. Maria ES
		Nabangka ES
		Ligpit Bantayan ES
5.	Macalelon	Anos ES
		Amontay ES
6.	Panukulan	Pandan ES
		Kinaglate ES
		Calasumanga ES
7.	Patnanungan	Amaga ES
		Tapol ES
		Patnanungan Norte ES
8.	Polillo	Pelion ES
		Taluong ES
9.	Quezon	Sabang ES
10.	San Andress	Mangero ES
		Yugno ES
11.	San Francisco	Huyon – Huyon ES
		Butanguiad ES

DEPEDQUEZON-TM-SDS-04-009-003



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Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

12.	San Narciso	Vigo ES
		Nangka ES

Nothing follows





OUAD00-0622-0 116
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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0622-0116
MEMORANDUM
21 June 2022

For: **Regional Directors and BARMM Education Minister**
Region III, IV-A, IV-B, VI, VII, VIII, IX and Caraga
Schools Division Superintendents
Schools Division Offices of Bataan, Quezon Province, Bohol, Oriental Mindoro, Iloilo, Antique, Eastern Samar, Zamboanga del Norte and Butuan City

Subject: **FIELD WORKSHOPS AND INSET FOR THE PILOT IMPLEMENTATION OF THE HLI FRAMEWORK**

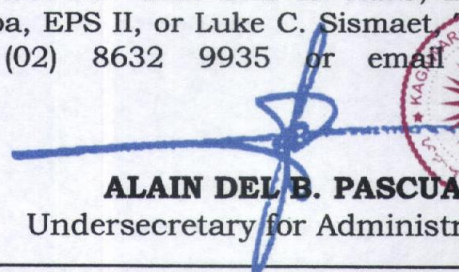
The Office of the Undersecretary (OUA), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), enjoins the Regional Offices (ROs) and Schools Division Offices (SDOs) concerned to support the workshops and In-Service Training (INSET) in July and August for the **pilot implementation of the Healthy Learning Institutions (HLI) Framework** in schools. *(Please find attached the details of these activities.)*

Field counterparts from the Department of Health will coordinate with the ROs and SDOs on the venues, items to bring to the events and any possible changes in the schedule.

It is requested that the travel expenses of participants from the Department of Education be charged to the local funds subject to the usual accounting and auditing rules and regulations.

Offices concerned are also asked to grant service credits or compensatory time-off to participating personnel, when applicable, computed against the actual days that they join in the workshops, in accordance with existing Civil Service Commission rules and regulations.

For questions and concerns, please contact Mr. Gian Erik M. Adao, Education Program Specialist (EPS) II, or Vonerich B. Berba, EPS II, or Luke C. Sismaet, Technical Assistant II, through telephone number (02) 8632 9935 or email address blss.shd@deped.gov.ph.


ALAIN DEL B. PASCUA
Undersecretary for Administration



Office of the Undersecretary for Administration (OUA)

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

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg.; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtago



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HEALTHY LEARNING INSTITUTIONS (HLI) WORKSHOP

1. Provincial/Division Sessions on HEALTHY LEARNING INSTITUTIONS (HLI) with Local School Boards

- a. This is a planning workshop with the members of the province or city school board, after which, the participants should obtain the following:
- i. Common understanding of the Healthy Learning Institutions (HLI) Framework and the school implementation guidance on HLI;
 - ii. Identification of the roles of the local government unit (LGU)/local school board in the HLI pilot implementation;
 - iii. Identification of existing health interventions and stakeholders in the division/province/city;
 - iv. Identification of target goals for the LGU and their Last-Mile Elementary Schools (LMESs) on HLI;
 - v. Development of an action plan to operationalize HLI within their locality; and
 - vi. Understanding of monitoring and evaluation tools that will be used to measure how the schools adapted the HLI framework.
- b. The schedule and the venue of the sessions are as follows:

Date	Scheduled SDOs/Provinces/City	Venue/Room
July 11-12, 2022	Iloilo Province	TBD
	Bohol	TBD
July 18-19, 2022	Oriental Mindoro	TBD
	Eastern Samar	TBD
	Butuan City	TBD
July 25-26, 2022	Bataan	TBD
	Antique	TBD
	Zamboanga del Norte	TBD
August 1-2, 2022 ¹	Quezon Province	TBD

- c. Expected participants from DepEd will be:
- i. One representative from BLSS-SHD;
 - ii. One representative from the Regional School Health and Nutrition (SHN) Unit (if available/able to attend);
 - iii. One representative from the Division SHN Unit, preferably the *OK sa DepEd* focal person or his/her alternate; and
 - iv. DepEd officials/personnel who are members of the Provincial/City School Board or their representatives (e.g., Schools Division Superintendent; representative of teachers' organizations; representative of non-academic personnel of public schools).

¹ Note: This is the new schedule for Quezon Province; no longer July 11-15, 2022 as indicated in the NOM.



- d. Attached is the Notice of Meeting (NOM) from the Department of Health (DOH) for reference (**Annex B**).

2. Training of Provincial/Division Pool of Trainers who will Train School Heads of Participating Last Mile Elementary Schools (LMESs) on HLI

- a. This is a training of trainers (TOT). The SDO, in coordination with the provincial or city government, will identify and recommend the DepEd personnel who will become part of **a pool of trainers** that will manage the roll-out of HLI pilot to participating LMESs, including capacity building to school heads. DepEd's members for the pool of trainers may be the *OK sa DepEd* focal persons and alternate, other school health personnel, selected school heads or teachers and other division trainers.

The number of people in the pool of trainers will depend on the LGU's estimated number of personnel needed to train the school heads of participating LMESs. As a comprehensive and holistic approach to the training, SDOs will ensure that there is a school health personnel-trainer and a school head-trainer in every follow-up training scheduled.

LGUs will also ensure that there is enough number of trainers to cover all the participating LMESs within the pilot implementation timeframe.

- b. After this TOT, the provincial/city pool of trainers will be able to have the following:
- i. Common understanding of the HLI framework and the school implementation guidance on HLI;
 - ii. Orientation and explanation to school heads and key school personnel about the key concepts about the HLI;
 - iii. Orientation and explanation to participating school heads about the use of the school implementation guidance for the HLI pilot implementation;
 - iv. Run-through of the modules that will be used for cascading to school heads, teaching and non-teaching personnel;
 - v. Planning sessions with school heads and other key school personnel for operationalizing HLI at the school-level. (This may include incorporation of HLI policies, programs and projects aligned with the LGU Action Plan and Financial Plan, and the School Improvement Plan and Annual Improvement Plan.)
 - vi. Understanding of the monitoring and evaluation tools that will be used to measure how the schools adapted the HLI framework.



c. The schedule and the venue of the sessions are as follows:

Date	Scheduled SDOs/Provinces/City	Venue/Room
July 11-15, 2022	Iloilo Province	TBD
	Bohol	TBD
July 18-22, 2022	Oriental Mindoro	TBD
	Eastern Samar	TBD
	Butuan City	TBD
July 25-29, 2022	Bataan	TBD
	Antique	TBD
	Zamboanga del Norte	TBD
August 1-5, 2022 ²	Quezon Province	TBD

Note: The first two days of the TOT coincides with the two-day provincial/division session/planning workshop on HLI. The planning workshop will be held simultaneously with the TOT but in a separate room of the venue.

d. Expected participants from DepEd are:

- i. One representative from BLSS-SHD;
- ii. One representative from the Regional SHN Unit, preferably the OK sa DepEd focal person or their alternate (if available/able to attend);
- iii. One (1) representative from the Division SHN Unit, preferably the *OK sa DepEd* focal person or their alternate (in case they are not yet selected members of the pool of trainers); and
- iv. DepEd officials/personnel who will be identified as members of the division pool of trainers.

Note: Given that the *OK sa DepEd* focal person or their alternate are invited to both the planning workshop and the TOT, the ROs and SDOs are enjoined to strategize as to who will attend the planning workshop (high-level), and the TOT (more focused on implementation).

e. Attached is the NOM from the DOH for reference (**Annex A**).

3. School-level Orientation and Action Planning for HLI and Two-Day School-Based INSET on HLI for Selected Participating LMESs

- a. The provincial/division pool of trainers is expected to provide technical assistance to participating LMESs among selected representatives of the LMESs (i.e., School Heads and other school personnel involved in school planning).



² Note: This is the new schedule for Quezon Province; no longer July 11-15, 2022 as indicated in the NOM.

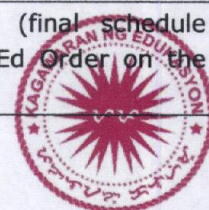
- b. The technical assistance to the LMESs will depend on the classification of the LMESs under the HLI pilot:

LMES Classification	Description
Status quo schools	In addition to what is already provided by DepEd under the <i>OK sa DepEd</i> program, these schools will be given limited funding and technical assistance only for monitoring and evaluation purposes . The technical assistance will focus on how to roll-out the data collection tools (e.g. self-appraisal checklist, learners' health attitudes and behavior both at baseline and at end of intervention), as well as printed copies of the survey instruments.
Technical assistance (TA) schools	The technical assistance for school heads includes a school-level orientation and action planning for HLI , where participating schools will be trained to incorporate HLI-related interventions into school AIP and SIP and provided resources to conduct a two-day school-based INSET on HLI.
Technical and financial assistance (TA+FA) schools	These schools will be provided both technical and financial assistance to plan, integrate and implement HLI-related interventions. In addition to the school-level orientation and action planning for HLI for school heads and INSET resources, similar to what will be received by the TA schools, the TA + FA schools will also be given financial grants to implement projects and activities identified during the school-level action planning. This may include workshops with parents, extracurricular activities for learners, learners' clubs, printing of IEC materials and physical improvements in teen centers on the three priority areas (Adolescent Reproductive Health [ARH], school mental health and medical and nursing services [i.e., immunization]).

- c. Schools with Technical Assistance (TA) and Technical Assistance with Financial Assistance (TA + FA) are expected to hold a two-day school-based INSET using the resources to be provided them by the pool of trainers. The INSET will, as much as possible, be held before the opening of SY 2022-2023. The pool of trainers should consider this in scheduling **the School-Level Orientation and Action Planning for HLI** for the school heads of TA and TA + FA schools. This is to give the schools ample time to prepare for the roll-out of the INSET.

Example (possible timeframe for Iloilo province):

July 11-15, 2022	HLI session with local school board and TOT of pool of trainers
Four weeks that follow (July 18-August 12, 2022)	Window for the orientation and action planning for HLI of the participating LMESs by the pool of trainers
August 15-19, 2022	Possible schedule for the INSET of participating LMESs (facilitated by the school heads to the teachers)
August 22	Opening of classes as announced (final schedule subject to the issuance of the DepEd Order on the school calendar for SY 2022-2023)



- d. A separate memorandum will be issued providing more guidance on the two-day INSET, including the program design and how to access the materials. BLSS-SHD will facilitate the possible recognition the National Educators' Academy of the Philippines of the TOT and the INSET.





Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

Notice of Meeting

Workshop 1: Healthy Learning Institutions Sessions with Local School Boards

FOR:

Department of Health, Health Promotion Bureau (DOH-HPB)

1. Dr. Alfonso Miguel Regala
2. Dr. Crystle Cotingting
3. Dasha Marice Uy
4. Jeline Camille de Padua
5. Dr. Loradel Calio
6. Dr. Leif Tan
7. Other representatives, as necessary

Department of Education, School Health Division

1. Gian Erik Adao
2. Other representatives, as necessary

Department of Health, Centers for Health Development, Health Promotion Unit

1. At least 1 representative each

Department of Education, SDO from the provinces of Bataan, Quezon, Oriental Mindoro, Eastern Samar, Bohol, Iloilo, Antique, Zamboanga del Norte and city of Butuan, Agusan del Norte

1. At least 2 representatives, preferably OK sa DepEd focal persons or School Health Unit representative

Provincial or City School Board members (or their representatives) from the provinces of Bataan, Quezon, Oriental Mindoro, Eastern Samar, Bohol, Iloilo, Antique, Zamboanga del Norte and city of Butuan, Agusan del Norte, including:

1. Representative, Provincial Governor or City Mayor
2. Division superintendent of schools
3. Chairperson of the Education Committee of the Sanggunian Panlalawigan/Panlungsod
4. Provincial/City Treasurer
5. Representative, Pederasyon ng mga Sangguniang Kabataan
6. President, Provincial/City Federation of Parent-Teacher Associations
7. Representative, Teachers' Organizations
8. Representative, Non-academic Personnel of Public Schools

Provincial Health Office (PHO), Health Promotion Unit

1. At least 2 representatives
* If only one HEPO is available, another representative from the PHO working with schools may attend

AHA! Behavioral Design Team (DOH Capacity Building Technical Assistance Provider)

1. Claire Lim
2. Other representatives as necessary

FROM: **BEVERLY LORRAINE C. HO, MD, MPH**
Director IV, Health Promotion Bureau **AMR**

WHAT: **Workshop 1a: Healthy Learning Institutions Sessions with Local School Boards**

WHEN: July 11-12, 2022 (2 days)
Quezon Province
Iloilo Province
Bohol

July 18-19, 2022 (2 days)
Oriental Mindoro
Eastern Samar
Butuan City

July 25-26, 2022 (2 days)
Bataan
Antique
Zamboanga del Norte

WHERE: TBD

Annex. Event brief for Workshop 1a: Healthy Learning Institutions Sessions with Local School Boards

Republic Act No. 11223 or the Universal Health Care Law enshrines the Department of Health's (DOH) partnership with education national government agencies, specifically the Department of Education (DepEd), in developing schools to become healthy settings and promoting health literacy among Filipino learners. The Health Promotion Framework Strategy (HPFS) (Administrative Order No. 2020-0042) adopts a settings-based approach for health promotion. With a settings-based approach, schools or learning institutions are recognized to be built environments that can serve as an important avenue to deliver population-based health interventions, age-appropriate health education, as well as the implementation of health-promoting policies.

In 2022, a pilot with 273 DepEd last-mile elementary schools in nine (9) UHC Integration Sites (Province- or City-Wide Health Systems or P/CWHS) is being conducted to:

1. Assess the feasibility for schools with limited resources to implement a package of school-based interventions for health promotion;
2. Validate the approach of using the WHO 6 pillars of a healthy school as a framework for institutionalizing policies, structures, and mechanisms to help schools progress towards HLI status;
3. To identify key operational issues, enabling and hindering factors in the institutionalization process; and
4. Identify the best ways for DOH, DepEd and local government units can work together to accelerate processes of institutionalizing healthy learning institutions

This pilot seeks to augment the existing three (3) OK sa DepEd flagship programs — school-based mental health, comprehensive sexuality education / adolescent reproductive health (CSE/ARH), immunization. This will be through (1) action planning and capacity building sessions for healthy learning institutions to province & city-level implementers school heads & teachers, (2) improvements in physical school environment, as well as additional support to conduct school-level activities to support healthy learning institutions, (3) assistance in improving referral systems. The target audience for the HLI pilot would be Grade 4 to 6 public school students, specifically those in DepEd's last-mile elementary schools (LMES).

In line with this, an action planning workshop is planned with members of the province or city school board. The objectives of this workshop is as follows:

At the end of the workshop, the participants should:

- Have a common understanding of the Healthy Learning Institution framework and the school implementation guidance which contains the key competencies for Last Mile Schools to become Healthy Learning Institutions
- Have identified LGUs' and Local School Boards' roles
- Have identified existing health interventions and stakeholders
- Have identified target goals for Local Government Units and their Last Mile Schools to become Healthy Learning Institutions
- Have developed an action plan to operationalize Healthy Learning Institutions within their localities
- Understand Monitoring and Evaluation tools that will be used to measure how the schools adapted the Healthy Learning Institutions framework



Republic of the Philippines
Department of Health
OFFICE OF THE SECRETARY

Notice of Meeting
Workshop 1b: Training of Trainers for Healthy Learning Institutions

WHO: Department of Health, Health Promotion Bureau (DOH-HPB)

1. Dr. Alfonso Miguel Regala
2. Dr. Crystle Cotingting
3. Dasha Marice Uy
4. Jeline Camille de Padua
5. Other representatives, as necessary

Department of Education, School Health Division

1. Gian Erik Adao
2. Other representatives, as necessary

Department of Health, Centers for Health Development, Health Promotion Unit

1. At least 1 representative each

Department of Education, SDO from the provinces of Bataan, Quezon, Oriental Mindoro, Eastern Samar, Bohol, Iloilo, Antique, Zamboanga del Norte and city of Butuan, Agusan del Norte

1. At least 2 representatives, preferably OK sa DepEd (OKD) focal persons or School Health Unit representative
* If only one OK sa DepEd Coordinator is available, or if the education sector personnel is not the OKD coordinator, other provincial school health personnel or assigned personnel may attend)

Provincial Health Office (PHO), Health Promotion Unit

1. At least 2 representatives
* If only one HEPO is available, another representative from the PHO working with schools may attend with the HEPO

Pool of Trainers for HLI training of school heads

It will be up to the P/CWHS to identify personnel who will participate in the Training of Trainers who will eventually train school heads. It is recommended that the team be composed of any number of the following:

- Representatives from CHD HPU or PDOHO (DMOs)
- Representatives from Provincial HEPOs, nurses, or other health officers interacting with schools,
- Representatives from OK sa DepEd district coordinator/s or other school health personnel,
- Selected school heads or teachers,
- Representatives DepEd HRDD division trainers

The number of people in this pool of trainers will be dependent on the LGU's estimated number of personnel needed to train the school heads of participating LMES.

AHA! Behavioral Design Team (DOH Capacity Building Technical Assistance Provider)

1. Claire Lim
2. Other representatives as necessary

FROM: **BEVERLY LORRAINE C. HO, MD, MPH**
Director IV, Health Promotion Bureau

WHAT: **Workshop 1b: Training of Trainers for HLI Pool of Trainers**

WHEN: July 11-15, 2022 (5 days)
Quezon Province
Iloilo Province
Bohol

July 18-22, 2022 (5 days)
Oriental Mindoro
Eastern Samar
Butuan City

July 25-29, 2022 (5 days)
Bataan
Antique
Zamboanga del Norte

WHERE: TBD

Annex. Event brief for Workshop 1b: Training of Trainers for Healthy Learning Institutions

Republic Act No. 11223 or the Universal Health Care Law enshrines the Department of Health's (DOH) partnership with education national government agencies, specifically the Department of Education (DepEd), in developing schools to become healthy settings and promoting health literacy among Filipino learners. The Health Promotion Framework Strategy (HPFS) (Administrative Order No. 2020-0042) adopts a settings-based approach for health promotion. With a settings-based approach, schools or learning institutions are recognized to be built environments that can serve as an important avenue to deliver population-based health interventions, age-appropriate health education, as well as the implementation of health-promoting policies.

In 2022, a pilot with 273 DepEd last-mile elementary schools in nine (9) UHC Integration Sites (Province- or City-Wide Health Systems or P/CWHS) is being conducted to:

1. Assess the feasibility for schools with limited resources to implement a package of school-based interventions for health promotion;
2. Validate the approach of using the WHO 6 pillars of a healthy school as a framework for institutionalizing policies, structures, and mechanisms to help schools progress towards HLI status;
3. To identify key operational issues, enabling and hindering factors in the institutionalization process; and
4. Identify the best ways for DOH, DepEd and local government units can work together to accelerate processes of institutionalizing healthy learning institutions

This pilot seeks to augment the existing three (3) OK sa DepEd flagship programs — school-based mental health, comprehensive sexuality education / adolescent reproductive health (CSE/ARH), immunization. This will be through (1) action planning and capacity building sessions for healthy learning institutions to province & city-level implementers school heads & teachers, (2) improvements in physical school environment, as well as additional support to conduct school-level activities to support healthy learning institutions, (3) assistance in improving referral systems. The target audience for the HLI pilot would be Grade 4 to 6 public school students, specifically those in DepEd's last-mile elementary schools (LMES).

In line with this, a workshop is planned for a group of trainers, as identified by the province or city government, that will manage the roll-out of a healthy learning institution pilot to individual schools, including capacity building to school heads. The objectives of this workshop would be as follows:

At the end of the workshop, the participant should be able to:

1. Have a common understanding of the Healthy Learning Institution framework and the school implementation guidance which contains the key competencies for Last Mile Schools LMES to become Healthy Learning Institutions
2. Orient and explain to school heads and key school personnel the key concepts about the Healthy Learning Institutions framework
3. Orient and explain to school heads the use of school implementation guidance for the Healthy Learning Institutions Pilot.
4. Conduct and run through the modules that will be used for cascading Workshop 1b to school heads, teaching and non-teaching staff
5. Conduct action planning sessions with school heads and other key school personnel for operationalizing HLI at the school-level. This may include incorporation of HLI policies, programs and projects, aligned with the LGU Action Plan and Financial Plan, to the 1) School Improvement Plan and 2) Annual Improvement Plan
6. Understand and explain the Monitoring and & Evaluation tools that will be used to measure how the schools adapted the Healthy Learning Institutions framework