



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



DESIGNATION ORDER
2025-PER-031

TO : **HARVEY T. NATIVIDAD**
Nurse II

FROM : **SUSAN DL. ORIBIANA**
Schools Division Superintendent

SUBJECT : **DESIGNATION ORDER AS FOCAL PERSON OF THE MENTAL HEALTH PROGRAM**

DATE : January 2, 2025

1. In the exigency of service, you are hereby designated as Focal Person of the **Mental Health Program** effective January 2, 2025.
2. You are expected to perform the duties and responsibilities attached to your designation and such other related functions as may be assigned until such time this designation order is rescinded.
 - a. Implement Division Mental Health Education Action Plan;
 - b. Coordinate, provide direction and serve as technical adviser on the programs and projects on Mental Health Education concerns of the division;
 - c. Advise and assist the school Mental Health coordinator and discharge its duties in between meetings;
 - d. Ensure that all schools shall prepare a Mental Health Plan following DepEd Order/ Memorandum and other related provisions;
 - e. Strengthen Mental Health Programs, Projects and Activities;
 - f. Prepare, maintain, and keep all documentary requirements in Mental Health Education; and
 - g. Submit reports/data to the Central, Regional and Division Office in the implementation of the aforementioned program.
3. Immediate dissemination of and strict compliance with this Order is directed.

Concurred:

HARVEY T. NATIVIDAD
Nurse II