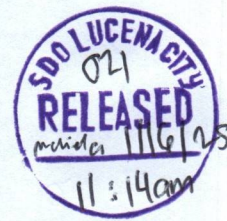




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



DESIGNATION ORDER
2025-PER-032

TO : **CARLO JOSEPH V. CASTILLO**
Nurse II
ROSEBELLE F. CASTRILLO
Project Development Officer I

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

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

DATE : January 2, 2025

1. In the exigency of service, you are hereby designated as Alternate 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to your designation and such other related functions as may be assigned until such time this designation order is rescinded.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. Assist the focal to implement Division Mental Health Education Action Plan;
 - b. Assist the focal to coordinate, provide direction and serve as technical adviser on the programs and projects on Mental Health Education concerns of the division;
 - c. Assist the focal to advise the school Mental Health coordinator and discharge its duties in between meetings;
 - d. Assist the focal to ensure that all schools shall prepare a Mental Health Plan following DepEd Order/ Memorandum and other related provisions;
 - e. Assist the focal to strengthen Mental Health Programs, Projects and Activities;
 - f. Assist the focal to prepare, maintain, and keep all documentary requirements in Mental Health Education; and
 - g. Assist the focal to 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:

CARLO JOSEPH V. CASTILLO
Nurse II

ROSEBELLE F. CASTILLO
Project Development Officer I