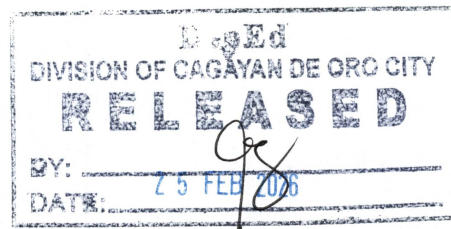




Republic of the Philippines
Department of Education

REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

February 24, 2026

DIVISION MEMORANDUM

No. 217 s., 2026

**CONDUCT OF PSYCHOLOGICAL FIRST AID AT THE DEPARTMENT OF EDUCATION-
ILIGAN CITY DIVISION**

To: Jeane R. Joson
Herlie B. Ontoy
Jacel A. Cadusales
Jennifer Cabatingan
Beato Buot
Fremalin Robinol
Jennifer Alburo
Michael B. Sarilla, Jr.

1. To provide support and humane care to the teaching and non- teaching personnel of the Division of Iligan City who experienced distress and trauma due to Tropical Cyclone Basyang, you are directed to conduct psychological first aid on February 26- 27, 2026 in the said Division.
2. Division health personnel on duty during holidays or weekends are entitled to a COC/ CTO, which shall be claimed in accordance with CSC/ DBM Joint Circular No. 2, series of 2004.
3. Teaching personnel on duty during the said activity will be granted with non-monetary remuneration for overtime services rendered in lieu of overtime pay through granting of vacation service credits.
4. Attendance to the said activity shall be on official business subject to compliance of applicable provisions of DepEd Order No. 046, s. 2022 and other appropriate orders and guidelines on travel. Travel and incidental expenses shall be charged through respective local funds, subject to the usual accounting and auditing rules and regulations.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdco.net/>

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5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. For your information and compliance.

ROY ANGELO E. GAZO

Schools Division Superintendent

Encl: As stated

Ref: As Stated

To be indicated in the Perpetual Index

Under the following subjects:

Mental Health Psychological First Aid

DM-128-SGOD-SHN-BMBMIII/ CONDUCT OF PFA AT THE DIVISION OF ILIGAN CITY



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