



DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

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

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DIVISION MEMORANDUM

No. 44a, s. 2021

**DESIGNATION AS ADOLESCENT REPRODUCTIVE HEALTH AND MENTAL  
HEALTH PROGRAM COORDINATOR**

To : **CARMENCITA K. JUNTILLA**  
Nurse II  
City Schools Division of Biñan City

1. In the exigency of the service, you are hereby designated as **ADOLESCENT REPRODUCTIVE HEALTH AND MENTAL HEALTH PROGRAM COORDINATOR** effective immediately and in addition to your assignment as Nurse II. See attached file.
2. You are expected to perform the duties and responsibilities of the said position effectively and efficiently until further notice.
5. Immediate dissemination of this Memorandum is desired

[Signature]  
**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

Encl: As stated

Reference: DO 28 s. 2018  
DO 31 s. 2018  
DM 58 s. 2020

SGOD/SH / DESIGNATION AS ADOLESCENT REPRODUCTIVE  
HEALTH AND MENTAL HEALTH PROGRAM  
COORDINATOR

3226 / 10/15/2021



## Annex A

### **ADOLESCENT REPRODUCTIVE HEALTH (ARH) and MENTAL HEALTH PROGRAM (MHP) COORDINATOR DUTIES AND RESPONSIBILITIES**

1. Facilitate the creation of a TWG for Adolescent Reproductive Health (ARH) Program and Mental Health Program (MHP) in the Division.
2. Prepare a Division Implementation Plan for ARH/MHP.
3. Coordinate with the Division TWG for effective implementation of the program.
4. Coordinate with the Curriculum Implementation Division (CID) in the implementation of the policy and guidelines on the implementation of comprehensive sexuality education (CSE) at the school level.
5. Coordinate with the CID in the provision of technical assistance to schools on the conduct of training and orientation, funding sources and link up with partners, among others
6. Participate in the capacity building, seminars, meetings conducted by the Regional Office (RO) and Central Office (CO), LGUs/NGOs/CSOs.
7. Actively engage with LGU's, NGOs/CSOs and other groups undertaking the program.
8. Collaborate with the TWG in the implementation of the CSE policy and framework through relevant programs and projects such as information dissemination and advocacy campaigns, networking and partnerships
9. Collaborate with the SDO-DRRM in the conduct of orientation, trainings, capacity building for Mental Health and Psychosocial Support Services (MPHSS) among personnel and learners.
10. Develop a monitoring tool that assess mental health status of personnel and Learner and plan intervention based on the evaluation output.
9. Conduct meetings among school ARH/MHP Coordinators and address issues and concerns.
10. Partner with SGOD M& E in the conduct of monitoring and evaluation at the school level.
11. Conduct Performance Implementation Review among school implementers
12. Implement incentives and awards for Best School Implementer.
13. Consolidate and submit required reports to the Regional Office (RO) and other pertinent documents as required by the Central Office (CO).
14. Submit Program Terminal Report at the end of school year.

