Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

November 23, 2026

**DIVISION MEMORANDUM**
**No. 539 s. 2026**

**ESTABLISHMENT AND OPERATIONALIZATION OF DEPED CARE CENTERS IN ALL PUBLIC SCHOOLS IN THE SCHOOLS DIVISION OF BULACAN**

To: Assistant Schools Division Superintendents
Chief Education Program Supervisors of CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Learner Formation Officers
Guidance Designates/Advocates
Registered Guidance Counselors
All Others Concerned

1. Pursuant to Republic Act No. 12080, otherwise known as the *Basic Education Mental Health and Well-Being Promotion Act*, particularly Section 7, which mandates the establishment and maintenance of a Care Center in every public basic education school and the conversion and renaming of all existing Guidance and Counseling Offices into Care Centers, all public elementary and secondary schools in the Schools Division of Bulacan are hereby directed to establish and operationalize their respective DepEd Care Centers.

2. This initiative aims to provide a safe, accessible, confidential, and learner-centered space where learners can receive appropriate mental health and well-being support, guidance services, initial assistance, and referrals based on their identified needs.

3. In this regard, all School Heads shall ensure the following:

a. Designate an appropriate, accessible, safe, and private space within the school premises to serve as the DepEd Care Center;

b. Ensure that the Care Center is properly identified through appropriate signage and equipped with basic facilities and materials conducive to learner support services;

c. Coordinate with the assigned School Counselor, Registered Guidance Counselor (RGC), School Counselor Associate (SCA), or other authorized personnel, consistent with applicable policies;

d. Establish appropriate procedures for learner access, initial assistance, documentation, referral, and follow-up;

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e. Ensure the confidentiality, privacy, dignity, and protection of learners accessing the services; and

f. Integrate the operation of the Care Center into the school's Mental Health and Well-Being Program and other relevant learner support initiatives.

4. The Care Center shall serve as a designated space for the delivery and coordination of school-based mental health and well-being services, including preventive and developmental activities, learner monitoring, appropriate interventions, and referrals to qualified professionals when necessary.

5. All School Heads shall ensure the active participation of School Counselors, Registered Guidance Counselors, School Counselor Associates, Guidance Advocates, Guidance Designates, Learner Formation Officers, class advisers, and other concerned personnel in the implementation and operationalization of the Care Center, consistent with their respective roles and competencies.

6. All **DepEd Care Centers** shall adopt the following standard areas and facilities, subject to the available space and resources of the school:

a. **Reception/Waiting Area** – A welcoming space for learners, parents, and visitors;

b. **Counseling/Consultation Area** – A private and comfortable space for individual counseling and confidential consultations;

c. **Individual/Group Activity Area** – A designated space for guidance programs, psychoeducation, and small-group sessions;

d. **Resource/Reading Corner** – A space containing books, modules, information materials, and other learning resources that promote personal growth and well-being;

e. **Office/Work Area** – A designated workspace for the School Counselor and support staff in managing Care Center operations and documentation;

f. **Storage Cabinet** – A secured storage space for supplies, records, materials, and confidential files;

g. **Handwashing Area** – A facility that promotes proper hygiene and sanitation; and

h. **Pantry/Coffee and Water Station** – A designated area within the Care Center equipped with basic pantry facilities for drinking water, coffee, and light refreshments.

The arrangement and provision of these areas shall be guided by the attached Sample DepEd Care Center Room Layout, which shall serve as a reference for establishing a safe, comfortable, accessible, and learner-friendly environment.

7. All schools shall submit the following documents to the Schools Governance and Operations Division (SGOD) through the designated program focal person on or before January 15, 2027:

a. Accomplished Care Center Establishment and Monitoring Checklist **(Enclosure No. 1)**;

b. Photographs of the designated Care Center and its facilities;

c. Name and designation of the personnel assigned to coordinate its operations; and

d. Brief description of the available services and operational arrangements.

8. The SGOD, through the concerned program focal persons, shall provide technical assistance, monitor compliance, and consolidate the accomplishments of schools to ensure the effective implementation of this initiative. The attached **Sample DepEd Care Center Room Layout (Enclosure No. 2)** shall serve as a guide and reference for schools in establishing and organizing their respective Care Centers.

9. Immediate and widest dissemination of this Memorandum is desired.

**CECILIA E. VALDERAMA, PhD, CESO VI**
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**Enclosure No. 1:**

## DEPED CARE CENTER ESTABLISHMENT AND MONITORING CHECKLIST

### I. SCHOOL INFORMATION

| | | |
|---|---|---|
| **School Name:** | | |
| **School ID:** | **District:** | **Date of Monitoring:** |
| **Name of School Head:** | | |

### II. ESTABLISHMENT AND FACILITIES

*Instructions: Mark Yes or No to indicate the presence of each requirement. Provide remarks when necessary.*

| Minimum Requirements | Yes | No | Remarks |
|---|---|---|---|
| **A. General Requirements** | | | |
| 1. An appropriate and accessible space is provided for the Care Center. | ☐ | ☐ | |
| 2. The Care Center has appropriate signage and identification. | ☐ | ☐ | |
| 3. The room is clean, well-ventilated, adequately lighted, and learner-friendly. | ☐ | ☐ | |
| 4. Privacy and confidentiality are maintained. | ☐ | ☐ | |
| **B. Standard Areas and Facilities** | | | |
| 5. Reception/Waiting Area | ☐ | ☐ | |
| 6. Counseling/Consultation Area | ☐ | ☐ | |
| 7. Individual/Group Activity Area | ☐ | ☐ | |
| 8. Resource/Reading Corner | ☐ | ☐ | |
| 9. Office/Work Area | ☐ | ☐ | |
| 10. Storage Cabinet | ☐ | ☐ | |
| 11. Handwashing Area | ☐ | ☐ | |
| 12. Pantry/Coffee and Water Station | ☐ | ☐ | |
| **C. Operations and Services** | | | |
| 13. Procedures for learner access and initial assistance are established. | ☐ | ☐ | |
| 14. Documentation and record-keeping procedures are in place. | ☐ | ☐ | |
| 15. Referral and follow-up procedures are established. | ☐ | ☐ | |
| 16. Available mental health and well-being services are identified. | ☐ | ☐ | |


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| | | | |
|---|---|---|---|
| 17. Concerned personnel coordinate in the delivery of Care Center services. | ☐ | ☐ | |

**III. DOCUMENTATION**

| Required Documents/Evidence | Submitted | Not Submitted |
|---|---|---|
| 1. Photographs of the established DepEd Care Center | ☐ | ☐ |
| 2. List of available services and operational arrangements | ☐ | ☐ |

**IV. OVERALL ASSESSMENT**

**Status of Establishment:**

☐ Fully Established
☐ Partially Established
☐ For Further Improvement
☐ Not Yet Established

**Identified Gaps/Recommendations:**

_____

_____

_____

**AGREEMENT:**

_____

_____

_____

**Monitored by:**

**NAME**
Designation

**CONFORME:**

**NAME OF SCHOOL HEAD**
Designation

**Enclosure No. 2**: Sample DepEd Care Center Room Layout

