

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

September 28, 2023

**REGIONAL MEMORANDUM**

No. 986, s. 2023

**To:** Schools Division Superintendents  
 All Others Concerned

**CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS**

1. In reference to Memorandum DM-OUHROD-2023-1307 dated September 15, 2023, from the Office of Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development, the field is hereby informed of the conduct of the **Capacity Building Program for Guidance Counselors on February 19 - 23, 2024 at the National Educators Academy of the Philippines, Cepeda St., Concepcion I, Marikina City.**
2. The program aims to:
  - a. Recognize risk factors and warning signs that may indicate a learners' need for mental health support.
  - b. Demonstrate understanding of utilizing different techniques and tools to deliver counseling remotely and face-to-face.
  - c. Identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselor and counseling supervision in suicide prevention and mental health support.
3. The capacity-building program will be attended by duly Registered Guidance Counselors (RGC) assigned in schools who are occupying Guidance Counselor Plantilla items and duly RGC assigned to the Schools Division Offices (SDOs) and Regional Offices who are serving as focal persons.
4. The SDOs shall nominate their participants on or before September 29, 2023 using the Endorsement template and registration link accessible to HRD SEPS only: **<https://tinyurl.com/CAPACITYBUILDINGRGCs>** with the following configuration:

Office/Schools Division Office	Slots	Name
Regional Office Personnel	2	Maria Laarni Carla C. Paranis Leonila C. Mustapha
Caloocan	2	To be identified
Las Pinas	1	To be identified



Misamis St., Bago Bantay, Quezon City

Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: <http://www.depedncr.com.ph>


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Makati	2	To be identified
Malabon	1	To be identified
Mandaluyong	1	To be identified
Manila	2	To be identified
Marikina	2	To be identified
Muntinlupa	1	To be identified
Navotas	1	To be identified
Paranaque	2	To be identified
Pasay	2	To be identified
Pasig	1	To be identified
Quezon City	2	To be identified
San Juan	1	To be identified
Taguig-Pateros	1	To be identified
Valenzuela	1	To be identified
<b>Total</b>	<b>25</b>	

5. The SDO identified participants shall confirm their attendance by registering at [bit.ly/CapBuildRGCs](http://bit.ly/CapBuildRGCs) on or before October 4, 2023, Wednesday.
6. For any questions and concerns, please contact **Ms. Jennifer G. Medina**, Education Program Specialist II, at [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph).
7. For the full details, please see enclosed Memorandum.
8. Immediate dissemination and compliance with this Memorandum is desired.

  
**WILFREDO E. CABRAL, CESO III**  
Regional Director





Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

**MEMORANDUM**

**DM-OUHROD-2023-1307**

**: REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**HUMAN RESOURCE DEVELOPMENT DIVISION CHIEFS**  
**NEAP-R FOCAL PERSONS**  
**ALL OTHERS CONCERNED**

FROM : **GLORIA TUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

SUBJECT : **CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS**

DATE : September 15, 2023

1. Under RA 11713 *Excellence in Teacher Education Act*, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), is mandated to provide quality professional development programs to teachers, school leaders, and other teaching-related personnel.
2. Consistent also with the Department's MATATAG agenda which emphasizes commitment to promoting learners' well-being, inclusive education, and positive learning environment, and giving support to teachers to teach better, NEAP, in partnership with the Unilab Foundation, will conduct a capacity-building program for Registered Guidance Counselors (RGCs) to help them become effective gatekeepers in the school setting.
3. The program aims to:
  - a. Recognize risk factors and warning signs that may indicate a learner's need for mental health support.
  - b. Demonstrate understanding of utilizing different techniques and tools to deliver counseling remotely and face-to-face.
  - c. Identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselor and counseling supervision in suicide prevention and mental health support.
4. The capacity-building program will be attended by duly Registered Guidance Counselors (RGC) assigned in schools who are occupying Guidance Counselor Plantilla items and duly Registered Guidance Counselors (RGC) assigned to the Schools Division Offices (SDOs) and Regional Offices (ROs) who are serving as focal persons.

5. The details of the activities are as follows:

ACTIVITY	DATE	VENUE
Cluster 1	January 22-26, 2024	NEAP NCR, Marikina  <i>Address: #20 Cepeda St., Concepcion, Marikina City</i>
Cluster 2	February 5-9, 2024	
Cluster 3	February 19-23, 2024	
Cluster 4	October 9-13, 2023	
Cluster 5	October 23-27, 2024	
Cluster 6	January 8-12, 2024	

6. The Regional Directors, through the HRDD Chief or NEAP R Focal Persons, are requested to submit an official list of participants using the template in *Enclosure 3* to [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) copy furnished [fleura.lorenzo@deped.gov.ph](mailto:fleura.lorenzo@deped.gov.ph) and [macecilia.ferraz@deped.gov.ph](mailto:macecilia.ferraz@deped.gov.ph) with subject line **(ENDORSEMENT) Region XX Participants of Capacity-Building Program for RGCs** on or before **September 29, 2023, Friday**.
7. For confirmation of attendance, all participants must register on this link: [bit.ly/CapBuildRGCs](https://bit.ly/CapBuildRGCs) on or before **October 4, 2023, Wednesday**.
8. The cost of board and lodging of the participants shall be charged against NEAP-PDD HRD funds while travel and other incidental expenses shall be charged to their respective local funds, subject to the usual accounting, budgeting, and auditing procedures.
9. Meals and accommodations are as follows:

MEALS	Day 0 (Mon)	Day 1 (Tues)	Day 2 (Wed)	Day 3 (Thurs)	Day 4 (Fri)
Breakfast		✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snacks	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

10. For the conduct of the aforementioned activities that will fall on weekends and holidays, the Regional Office and/or Schools Division Office is requested to provide Compensatory Time-Off (CTO) to the participants to compensate for time rendered that is supposed to be for personal use and rest.
11. All participants are required to bring their own laptop, laptop charger, and extension cord as completion of outputs will be accomplished in the venue. Please be reminded as well to bring maintenance medications if you have any.
12. Attached to this memorandum are the following:
- Enclosure 1: List of Participants
  - Enclosure 2: Program Matrix
  - Enclosure 3: Endorsement Letter Template

13. Should you have further questions or clarifications, please contact **Ms. Millie Jane Fudolig, RGC, Rpm**, or **Ms. Fleura Karina Lorenzo** of NEAP-PDD, at the phone number (02) 8715 9919 or via email at [millie.fudolig@deped.gov.ph](mailto:millie.fudolig@deped.gov.ph) or [fleura.lorenzo@deped.gov.ph](mailto:fleura.lorenzo@deped.gov.ph).
14. Immediate dissemination of and appropriate action on this memorandum is desired.

*[NEAP-PDD/Lorenzo]*

**Enclosure 1: List of Participants**

<b>PROGRAM MANAGEMENT TEAM</b>			
<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>	<b>OFFICE</b>
1.	Millie Jane T. Fudolig, <i>RGC, Rpm</i>	SEPS	NEAP-PDD
2.	Ma. Cecilia S. Ferraz	PDO II	NEAP-PDD
3.	Fleura Karina C. Lorenzo	Technical Asst II	NEAP-PDD
4.	Jojet T. Gabriel	Admin Support II	NEAP-PDD
5.	QAD Representative		NEAP-QAD

<b>DATE</b>	<b>ACTIVITY</b>	<b>REGION</b>	<b>NO. OF PARTICIPANTS</b>	<b>VENUE</b>
<b>October 9-13, 2023</b>	CLUSTER 4	I	20	NEAP NCR, MARIKINA
		III	22	
		IV - A	20	
<b>October 23-27, 2023</b>	CLUSTER 5	II	20	
		IV - B	20	
		V	22	
<b>January 8-12, 2024</b>	CLUSTER 6	VI	22	
		VIII	15	
<b>January 22-26, 2024</b>	CLUSTER 1	VII	15	
		IX	16	
		XII	16	
		XIII	15	
<b>February 5-9, 2024</b>	CLUSTER 2	X	25	
		XI	22	
<b>February 19-23, 2024</b>	CLUSTER 3	NCR	25	
		CAR	22	

**Enclosure 2: Program Matrix**

**CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS  
NEAP NCR, MARIKINA**

<b>DAY 0 (MONDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
<b>ARRIVAL OF PARTICIPANTS</b>	
1:00 pm – 2:00 pm	Registration
2:00 pm – 3:00 pm	Opening Program <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Ecumenical Prayer</li> <li>• DepEd QPS</li> <li>• Welcome Remarks</li> <li>• Introduction of Participants</li> <li>• Photo Documentation</li> <li>• Session Norms</li> </ul>
3:00 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 4:00 pm	Program Overview
4:00 pm – 4:30 pm	End-of-Day Evaluation and Clearing House / Other Reminders
<b>END OF DAY 0</b>	

<b>DAY 1 (TUESDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>
8:30 am – 10:00 am	<b>SESSION 1</b> <b>Module 1: Basic Skills for All Personnel</b> Lecture 1.1 Suicide and the School
10:00 am – 10:30 am	HEALTH BREAK
10:30 am -12:00 pm	Continuation of Lecture 1.1 Suicide and the School
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:30 pm	<b>SESSION 2</b> Lecture 1.2 How to RACE Against Suicide
2:30 pm – 3:00 pm	HEALTH BREAK
3:00 pm – 4:00 pm	Continuation of Lecture 1.2 How to RACE Against Suicide
4:00 pm – 4:30 pm	Case Simulation

4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
<b>END OF DAY 1</b>	

<b>DAY 2 (WEDNESDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>
8:30 am – 10:00 am	<b>SESSION 3</b> <b>Module 2:</b> Advanced Skills Prevention for Counselors and Health Staff
10:00 am- 10:30 am	HEALTH BREAK
10:30 am- 12:00 pm	Continuation of Module 2
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 PM – 2:30 pm	<b>SESSION 4</b> Lecture 2.2 Overview of Suicide Intervention Based on Severity
2:30 pm – 3:00 pm	HEALTH BREAK
3:00 pm – 4:30 pm	Continuation of Lecture 2.2 Overview of Suicide Intervention Based on Severity
4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
<b>END OF DAY 2</b>	

<b>DAY 3 (THURSDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>
8:30 am – 9:30 am	<b>WORKSHOP 5</b> Basic Counseling
9:30 am – 10:00 am	<b>WORKSHOP 6</b> Simulation and Feedback
10:00 am – 10:30 am	HEALTH BREAK
10:30 am – 11:00 am	Continuation of Workshop 6 Simulation and Feedback
11:00 am – 12:00 pm	<b>WORKSHOP 7</b> Referral System
12:00 pm – 1:00 pm	LUNCH BREAK



1:00 pm – 1:30 pm	Continuation of Workshop 7 Referral System
1:30 pm – 2:30 pm	<b>WORKSHOP 8</b> Professional Counseling Supervision
2:30 pm- 3:00 pm	<b>WORKSHOP 9</b> Simulation of Counseling Skills on Counseling Supervision
3:00 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 4:30 pm	<b>WORKSHOP 10</b> Self-Care and Action Plans
4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
<b>END OF DAY 3</b>	

<b>DAY 4 (FRIDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>
8:30 am – 10:00 am	Introduction of Program Development and Concepts; Steps on Program Development
10:00 am – 10:30 am	HEALTH BREAK
10:30 am – 12:00 pm	Presentation of Guidance Program and Feedback
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:00 pm	<b>CLOSING PROGRAM</b>
<b>HOME SWEET HOME</b>	

**Enclosure 3: Endorsement Letter Template**

**<Regional Office Header>**

<Month> <day>, 2023

**JENNIFER E. LOPEZ**

Director III

Officer-in-Charge, Office of the Director IV

National Educators Academy of the Philippines – Central Office

Dear Dir. Lopez:

Respectfully submitting the list of participants to attend the Capacity-Building Program for Guidance Counselors:

<b>No.</b>	<b>Name</b>	<b>Sex</b>	<b>RO/SDO/ School</b>	<b>Position</b>	<b>DepEd Email</b>
1					
2					
3					
4					
5					

Thank you very much!

Sincerely yours,

**<Full Name of Regional Director>**

<Position>