



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
 ORD-2024- 297

TO : Schools Division Superintendents
 SDO Quezon City
 SDO Pasig City
 SDO Taguig-Pateros City

FROM : **THE OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **WORKSHOP ON THE DRAFTING AND VALIDATION GUIDANCE AND COUNSELLING POLICY**

DATE : March 31, 2024

- Enclosed is a copy of Memorandum DM- OUOPS- 2024- 09- 01291 signed by Atty. Revsee A. Escobedo, Undersecretary for Operations, and Dr. Dexter A. Galban, Assistant Secretary for Operations dated February 14, 2024, entitled “**Requesting for list of participants for the Conduct of Workshop on the Drafting of Guidance and Counselling Policy**”. The contents of which are self-explanatory, for information, guidance, and appropriate action for all concerned.
- The five- day workshop is on April 22- 26, 2024 and June 03-07, 2024, at Great Eastern Hotel, Quezon Avenue, Quezon City. The Bureau of Learner Support Services Division- School Health Division in collaboration with the Bureau of Learning Development will conduct the workshop.
- Board and lodging and travel expenses of the participants shall be charged to BLSS- SHD funds.
- Participants should submit a narrative report of the activities conducted to the School Health Unit- DepEd NCR- Regional Office at email address: hnu.ncr@deped.gov.ph.

The following **School Health Personnel** are invited to attend the said activity:

Name	Office	Position
Sunny Demandante	SDO- Pasig City	Nurse II




Address: 6 Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph



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Reynaldo A. Nama	Signal National School, TAPAT	Village High SDO	Assistant School Head
Rhia Joson	SDO- Quezon City		Guidance Counsellor

- For questions and concerns, please contact Dr. Connie P. Gepanayao, Medical Officer IV, School Health Unit, DepEd NCR through cellphone number 09189411154.
- Immediate dissemination of this memorandum is desired.


JOCELYN DR. ANDAYA
Director IV

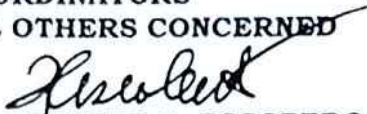



Republic of the Philippines
Department of Education
OPERATIONS

OUOPS No. 2024-09-01291

MEMORANDUM

TO : REGIONAL DIRECTORS
REGIONAL SCHOOL MENTAL HEALTH PROGRAM
COORDINATORS
ALL OTHERS CONCERNED

FROM : 
Atty. REVSEE A. ESCOBEDO
Undersecretary


Dr. DEXTER A. GALBAN
Assistant Secretary

SUBJECT : REQUESTING FOR LIST OF PARTICIPANTS FOR THE
CONDUCT OF WORKSHOP ON DRAFTING OF GUIDANCE
AND COUNSELING POLICY

DATE : February 14, 2024

The Mental Health Act (RA 11036) mandates the Department of Education (DepEd) to promote mental health advocacy and integrate it into the curriculum. DepEd can do this by providing mental health support through a comprehensive guidance and counseling program.

Guidance and counseling is a profession that encompasses the schools' mandates in accordance with the Mental Health Act. It is an integrated approach to developing well-functioning individuals, including functions such as counseling, psychological testing, learning and study orientation, research, placement, referral, and group processes.

In recent years, DepEd has released various issuances to target different services within the guidance and counseling program. Particularly, the Bureau of Learner Support Services - School Health Division (BLSS-SHD), in collaboration with the Bureau of Curriculum Development shall conduct a **Workshop on Drafting of Guidance and Counseling Policy** and **Workshop on the Validation of Guidance and Counseling Policy** on **April 22 to 26, 2024** and **June 3 to 7, 2024**, respectively, at the **Great Eastern Hotel, Quezon City**. This activity primarily aims to consult relevant stakeholders in the development of a policy for the standardization and institutionalization of the guidance and counseling program.

This shall further guide DepEd in the promotion of mental health through curricular integration and provision of guidance and counseling services.

In line with this, it is expected that the following personnel shall **participate in the workshop** to ensure multi-sectoral participation in the policy development:

Per Region:

- One Regional Mental Health Coordinator or One School Health Division Mental Health Coordinator
- One select School Head
- One Registered Guidance Counselor/ Guidance Designate

That being, kindly **email us through schoolmentalhealth@deped.gov.ph** with the subject line "Workshop on the Drafting and Validation Guidance and Counseling Policy" **for your selected participant for the activities.**

Board and lodging, and the travel expenses of the participants shall be charged to the BLSS-SHD Funds. Regional and School Divisions Offices are requested to augment funds in cases of deficiencies and shortages, subject to usual auditing and accounting rules and regulations.

For workshops that fall on holidays or weekends, participants shall be provided with compensatory time-off, in accordance with Civil Service Commission and Department of Budget and Management Joint Circular Memorandum No. 2, series of 2004.

In cases of personnel who need to travel either by land or by air earlier, or a day later than the inclusive dates, their respective offices/schools are requested to grant service credits or compensatory time-off, as applicable, as applicable, in accordance with existing Civil Service rules and regulations.

For clarification and further information, please contact Dr. Maria Corazon Dumlao, Chief Health Program Officer, or Jordan P. Concepcion, TA II, through email at schoolmentalhealth@deped.gov.ph cc: blss.shd@eped.gov.ph, or at telephone number (02) 8632-1368/ 8633-7213.

For immediate dissemination and compliance. Thank you.

Program Overview

I. Activity Name:

- a. **Conduct of Workshop on the Drafting of Guidance and Counseling Policy: April 22 to 26, 2024**
- b. **Conduct of Workshop on the Validation of the Guidance and Counseling Policy: June 3 to 7, 2024**

II. Expected output: Drafted and Validated Guidance and Counseling Policy

III. Background of the Activity

- a. **The Office of the Assistant Secretary for Operations, with the help of the Bureau of Learner Support Services - School Health Division and the Bureau of Curriculum Development - Curriculum Standards Development Division, considers it essential to create a policy for the normalization and establishment of the guidance and counseling program, in accordance with the aim of DepEd to support mental health in schools. This shall enable DepEd to foster mental health through curriculum incorporation and delivery of guidance and counseling services.**
- b. **The activity enables all the participants to create a working draft of DepEd's extensive guidance and counseling policy. It requires all the participants to engage in the essential steps of policy development such as, examining of pertinent documents, identification of gaps, presentation of initial drafts, rigorous analysis of the draft, execution, feedback, and suggestions on the draft, and completion of the Draft Policy according to the identification of gaps, remarks and recommendations from stakeholders.**
- c. **At the end of the activities, the following objectives are expected to be achieved:**
 - i. **consult different stakeholders and experts regarding the components of the comprehensive guidance and counseling program;**
 - ii. **Identify the best practices and gaps in the implementation of the current guidance and counseling program; and**
 - iii. **Draft a policy on DepEd's guidance and counseling program**

IV. Timeline

- a. **Conduct of Workshop on the Drafting of Guidance and Counseling Policy: April 22 to 26, 2024**
- b. **Conduct of Workshop on the Validation of the Guidance and Counseling Policy: June 3 to 7, 2024**

V. Venue

Great Eastern Hotel, Quezon City

VI. Participants

Both activities aim to involve the stakeholders and users of the Guidance and Counseling Policy:

- *Guidance Counselor*
- *School Head*
- *Mental Health Coordinator*

Due to their professional tie with the school-based Guidance and Counseling services and program, the participants will be of great importance to the drafting and validation of the policy.

VII. Program Flow

a. Conduct of Workshop on the Drafting of Guidance and Counseling Policy

Day 1: April 22, 2024	
8:00- 10:30 AM	Travel time Registration of Participants
10:30 – 10:45 AM	AM Snacks
10:45 – 11: 15 AM	Opening Program
11:15 – 12:00 PM	Plenary 1: Context Setting
12:00 PM – 1:00 PM	Lunch
1:00 – 2:30 PM	Plenary 2: Guidance and Counseling Initiatives in the Department of Education
2:30 – 3:00 PM	PM Snacks
3:00 – 5:00 PM	Workshop 1: Review of related documents
Day 2: April 23, 2024	
8:00 – 8:30 AM	Management of Learning
8:30 - 10:30 AM	Plenary Session: Policy Development Process
10:30 – 10:45 AM	AM Snacks
10:45 AM - 12:00 PM	Continuation of Plenary Q&A
12:00 - 1:00 PM	Lunch Break
1:00 – 2:30 PM	Breakout Session: Gaps in the Implementation of Guidance and Counseling Services based on the reviewed document
2:30 - 3:00 PM	PM Snacks
3:00 - 5:00 PM	Continuation of Breakout Session
Day 3: April 24, 2024	
8:00 – 8:30 AM	Management of Learning
8:30 - 10:30 AM	Plenary Session: Presentation of the Draft Policy on the Comprehensive Guidance and Counseling Program

10:30 - 10:45 AM	AM Snacks
10:45 AM - 12:00 PM	Continuation of Plenary
	Q & A
12:00 - 1:00 PM	Lunch Break
1:00 PM - 2:30 PM	Breakout Session:
	Critiquing of the draft policy
2:30 - 3:00 PM	PM Snacks
3:00 - 5:00 PM	Continuation of Breakout Session
Day 4, April 25, 2024	
8:00 - 8:30 AM	Management of Learning
8:30 - 10:30 AM	Workshop 1: Revision of the draft
10:30 - 10:45 AM	AM Snacks
10:45 - 11:15 AM	Continuation of the workshop
11:15 - 12:00 PM	Q & A
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Workshop 2: Finalizing the Draft Policy based on the analysis of gaps, comments and recommendations from stakeholders
2:30 - 3:00 PM	PM Snacks
3:00 - 5:00 PM	Continuation of workshop 2
Day 5: April 26, 2024	
8:00 - 8:30 AM	Management of Learning
8:30 - 10:30 AM	Presentation of draft policy (2023)
10:30 - 10:45 AM	AM Snacks
10:45 AM - 12:00 PM	Continuation of Presentation
12:00 - 1:00 PM	Lunch Break
1:00 PM - 2:00 PM	Closing Program
2:00 PM - onwards	Travel time back

b. Conduct of Workshop on the Validation of the Guidance and Counseling Policy (Tentative)

Day 1: June 3, 2024	
8:00 AM- 12:00 PM	Travel time Registration of Participants
12:00- 1:00 PM	Lunch Break
1:00 - 5:00 PM	Orientation on the Policy Validation Process
Day 2: June 4, 2024	
8:00 - 8:30 AM	Management of Learning
8:30 - 10:30 AM	Presentation of the Draft Guidance and Counseling Policy
10:30 - 10:45 AM	Legal Basis of Guidance and Counseling Policy
10:45 AM - 12:00 PM	Internal Review: Legal Compliance of Policy
12:00- 1:00 PM	Lunch
1:00 PM - 2:00 PM	DepEd Mission, Vision, and Core Values

2:00 PM - onwards	Internal Review: Reflection of DepEd's Mission, Vision, and Core Values
Day 3: June 5, 2024	
8:00 - 8:30 AM	Management of Learning
8:30 - 10:30 AM	Stakeholder Engagement: Identification of potential issues and unintended consequences, and the feasibility of the policy in the field.
10:30 AM - 12:00 PM	Building Consensus
12:00- 1:00 PM	Lunch Break
1:00 - onwards	Workshop: Solving the gaps and Integration of solution
Day 4: June 6, 2024	
8:00 - 8:30 AM	Management of Learning
8:30 AM - 12:00 PM	Case studies and Simulation of the policy
12:00 - 1:00 PM	Lunch
1:00 - onwards	Continuation: Case studies and Simulation of the policy
Day 5: June 7, 2024	
8:00 - 8:30 AM	Management of Learning
8:30 AM - 12:00 PM	Policy Revision, including proofreading
12:00 - 1:00 PM	Lunch
1:00 - 2:00 PM	Presentation of final output
2:00 PM - onwards	Evaluation and Closing of Activity