



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



23 April 2024

**REGIONAL MEMORANDUM**

N<sup>#</sup>. 400 s. 2024

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

**PARTICIPATION TO MAPPING FOR THE CONDUCT OF CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS PHASE 2**

1. In reference to **DM-OUHROD-2024-0463** dated 14 March 2024 from the Office of the Officer-in-Charge, Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, the field is hereby informed regarding the conduct of six cluster capacity-building program for Registered Guidance Counselors(RGCs) who are occupying guidance counselor plantilla items and those who are assigned to Regional Offices or Schools Division Offices, from October 2023 to February 2024. This activity is a partnership program of National Educators Academy of the Philippines (NEAP) and Unilab Foundation.
2. The objectives of the capacity-building program were as follows:
  - a. Recognize risk factors and warning signs that may indicate a learner's need for mental health support;
  - b. Demonstrate understanding on utilizing different techniques and tools to deliver counseling remotely and face-to-face; and
  - c. Identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselors and counseling supervision for suicide prevention and mental health support.
3. As mentioned in the Memorandum that due to the increasing number of RGCs, an estimate of more than three hundred (300) RGCs were not able to undergo the said capacity-building program. In this regard, the NEAP together with the Bureau of Learner Support Services(BLSS) will conduct a second run or Phase 2 of the capacity-building program for RGCs for FY 2024 (**schedule and venue TBA**).
4. The NEAP Professional Development Division requests all RGCs, who were not able to participate during the first run of the capacity-building program, to answer the online mapping form through the following link:  
[https://bit.ly/Mapping\\_TrainingForRGC](https://bit.ly/Mapping_TrainingForRGC).
5. Please refer to the attached Memorandums for the complete details.



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

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6. For questions and concerns, please contact Hajji R. Palmero, Chief, HRDD-NEAP-R at [hajji.palmero@deped.gov.ph](mailto:hajji.palmero@deped.gov.ph).
7. Immediate dissemination and compliance of this memorandum is desired.

**JOCELYN DR ANDAYA**  
Director IV



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-0463

TO : Regional Directors  
Schools Division Superintendents  
Human Resource Development Division Chiefs  
NEAP-R Focal Persons  
All Others Concerned

FROM :  WILFREDO E. CABRAL  
Regional Director  
Officer-in-Charge, Office of the Undersecretary for Human Resource  
and Organizational Development

SUBJECT : MAPPING FOR THE CONDUCT OF CAPACITY-BUILDING  
PROGRAM FOR GUIDANCE COUNSELORS PHASE 2

DATE : 14 March 2024

1. In reference to DM-OUHROD-2023-1307 titled *Capacity-Building Program for Guidance Counselors (Enclosure 1)*, the National Educators Academy of the Philippines (NEAP) in partnership with the Unilab Foundation conducted a **six-cluster capacity-building program for Registered Guidance Counselors (RGCs)** who are occupying guidance counselor *plantilla* items and those who are assigned to Regional Offices or Schools Division Offices, from October 2023 to February 2024.
2. The objectives of the capacity-building program were as follows:
  - a. Recognize risk factors and warning signs that may indicate a learner's need for mental health support;
  - b. Demonstrate understanding on utilizing different techniques and tools to deliver counseling remotely and face-to-face; and
  - c. Identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselors and counseling supervision for suicide prevention and mental health support.
3. However, due to the increasing number of RGCs, an estimate of more than three hundred (300) RGCs were not able to undergo the said capacity-building program. In this regard, the NEAP together with the Bureau of Learner Support Services (BLSS) will conduct a **second run or Phase 2 of the capacity-building program for RGCs for FY 2024** (schedule and venue TBA).

4. The NEAP Professional Development Division requests all RGCs, who were not able to participate during the first run of the capacity-building program, to answer the online mapping form through the following link or QR Code, on or before 22 March 2024:

[https://bit.ly/Mapping\\_TrainingForRGC](https://bit.ly/Mapping_TrainingForRGC)



5. For inquiries and concerns, please contact Ms. Millie Jane T. Fudolig, NEAP PDD Senior Education Program Specialist, through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) copy furnished [millie.fudolig@deped.gov.ph](mailto:millie.fudolig@deped.gov.ph) or landline (02) 8715-9919.
6. For dissemination and appropriate action.

**Enclosure:**

Enclosure 1 – DM-OUHROD-2023-1307 titled *Capacity-Building Program for Guidance Counselors*

[NEAP-PDD/Lorenzo]



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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**MEMORANDUM**

**DM-OUHROD-2023-1307**

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

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

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

**DATE : September 15, 2023**

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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  Address: #20 Cepeda St., Concepcion, Marikina City
Cluster 2	February 5-9, 2024	
Cluster 3	February 19-23, 2024	
Cluster 4	October 9-13, 2023	
Cluster 5	October 23-27, 2023	
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>	<b>CLUSTER 4</b>	I	20	<b>NEAP NCR, MARIKINA</b>
		III	22	
		IV - A	20	
<b>October 23-27, 2023</b>	<b>CLUSTER 5</b>	II	20	
		IV - B	20	
		V	22	
<b>January 8-12, 2024</b>	<b>CLUSTER 6</b>	VI	22	
		VIII	15	
<b>January 22-26, 2024</b>	<b>CLUSTER 1</b>	VII	15	
		IX	16	
		XII	16	
		XIII	15	
<b>February 5-9, 2024</b>	<b>CLUSTER 2</b>	X	25	
		XI	22	
<b>February 19-23, 2024</b>	<b>CLUSTER 3</b>	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> Module 2: 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:

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

Thank you very much!

Sincerely yours,

**<Full Name of Regional Director>**

**<Position>**