



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2024- 452

TO : SCHOOLS DIVISION SUPERINTENDENT
 SDO Pasig City

FROM : 
 JOCELYN DR ANDAYA
 Director IV

SUBJECT : PARTICIPANT TO THE DESIGN AND DEVELOPMENT OF A
 SPECIALIZED TRAINING PROGRAM FOR GUIDANCE
 DESIGNATES

DATE : 03 May 2024

1. In reference to **DM-OUHROD-2024-0790** dated 26 April 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 above-captured subject matter to be conducted at NEAP Marikina from 06-10 and 20-24 May 2024.

2. The participant to the Workshop on the Development of Training Design and Resource Packages (Phase 1) on the Design and Development of a Specialized Training Program for Guidance Designates is stated below:

NO.	NAME	SCHOOL	OFFICE
1	Harlene V. Mamiit	Rizal Experimental Station and Pilot School of Cottage Industries	SDO Pasig City

3. Board and lodging of the participant shall be charged against the NEAP Human Resource Development (HRD) Funds. On the other hand, transportation, per diem, and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

4. Please refer to the attached Memorandum for the complete details.

5. For questions and concerns, please contact Hajji R. Palmero, Chief, HRDD-NEAP-R at hajji.palmero@deped.gov.ph.

6. Immediate dissemination and compliance of this memorandum is desired.





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1290

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 : **DESIGN AND DEVELOPMENT OF A SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES**

DATE : 26 April 2024

1. In line with the *MATATAG* Agenda and DepEd Order No. 011, s. 2019 titled *Implementation of the National Educators Academy of the Philippines (NEAP) Transformation*, the NEAP Professional Development Division (PDD) is committed to streamline professional development for teachers and school leaders, while promoting efficiency in use of resources and effectively linking initiatives to career progression. In order to make training activities targeted, programmatic, and accountable, there is a need to develop specialized training programs for school personnel who are assigned to various specific functions. This includes teachers who are assigned as guidance teachers, teacher counselors, or designate counselors, in the absence of registered guidance counselors in schools.
2. In this regard and in order to address the shortage of registered guidance counselors in schools, a *Specialized Training Program for Guidance Designates* shall be designed and developed to capacitate and empower them to successfully perform their crucial duties and responsibilities contributing to the overall well-being of learners. A series of developmental workshops and activities for the said specialized training program are scheduled from May to October 2024.
3. The Philippine Professional Standards for Teachers (PPST) likewise supports this initiative, particularly Domain 3 *Diversity of Learners* and Domain 6 *Community Linkages and Professional Engagement* which highlight the importance of learner



diversity, community engagement, and conducive learning environment in the educative process.

4. In March 2024, NEAP PDD conducted a training needs assessment survey which was responded to by 8,059 Guidance Designates from the regions. Results showed that they lack in areas necessary in the effective delivery of guidance services to learners.

5. Below is the schedule of activities in relation to the *Design and Development of a Specialized Training Program for Guidance Designates*.

Activity	Date	Venue
a. Workshop on the Development of Training Design and Resource Packages (Phase 1)	06-10 May 2024	NEAP Marikina
b. Workshop on the Development of Training Design and Resource Packages (Phase 2)	20-24 May 2024	NEAP Marikina
c. Workshop on the Validation of the Training Design and Resource Packages	03-07 June 2024	TBA
d. Workshop on the Revision of the Training Design and Resource Packages	24-28 June 2024	TBA
e. Pilot Testing of Training Design and Resource Packages	05-09 August 2024	TBA
f. Workshop on the Refinement of the Training Program and Resource Packages	02-06 September 2024	TBA
g. Workshop on the Finalization of the Training Design and Resource Packages	14-18 October 2024	TBA

6. These activities have the following objectives:

- a. Develop a professional development program that will enhance the skills and capabilities of guidance designates; and
- b. Enable guidance designates to maximize the delivery of guidance services and other related functions to meet learner demands.

7. Attached as *Enclosure 1* is the *List of Field Writers/Participants*, for reference.

8. The participants are advised to check in on Day 0 (Sunday) and check out on Day 5 (Friday). The first meal to be served is dinner and the last meal is afternoon snack. Please see the details below.

ACCOMMS MEALS	DAY 0 (SUN)	DAY 1 (MON)	DAY 2 (TUE)	DAY 3 (WED)	DAY 4 (THURS)	DAY 5 (FRI)
Breakfast		✓	✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snacks		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

9. The participants are advised to bring their own laptops, chargers, and extension cords.
10. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, in case the activities will fall on weekends or holidays.
11. Board and lodging of the participants shall be charged against the NEAP Human Resource Development (HRD) Funds. On the other hand, transportation, per diem, and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
12. A subsequent memorandum will be issued on the other activities once details have been finalized.
13. For confirmation of attendance and other concerns, please coordinate with **Ms. Millie Fudolig** or **Ms. Fleura Lorenzo** of NEAP PDD through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
14. For immediate dissemination and appropriate action.

Enclosure:

Enclosure 1 – List of Field Writers/Participants

[NEAP-PDD/Fudolig]

Enclosure 1

FIELD WRITERS					
No.	Names	School	Division	Region	Position/Designation
1.	Fay Mia C. Casaciang	Manaoag National High School- Region I	Pangasinan II	I	Guidance Counselor III
2.	Ma. Kathleen Maye A. Haban	Quezon National High School	Isabela	II	Guidance Counselor III
3.	Julie E. Dangan	Morong National High School	Bataan	III	Guidance Counselor III
4.	Mariz P. Borgonos-Pales	Liliw National High School	Laguna	IV-A	Guidance Counselor III
5.	Floyd A. Socrates	Palawan National High School	Puerto Princesa	MIMAROPA	Guidance Counselor III
6.	Kurt Essa A. Rastrullo	Cabangan National High School	Legazpi City	V	Guidance Counselor II
7.	Kareen Arcenas	Cabatuan National Comprehensive High School	Iloilo	VI	Guidance Counselor III
8.	Nerizza Connie E. Camacho	Abellana National High School	Cebu City	VII	Guidance Counselor III
9.	Julienne Rose P. Saballa	Leyte National High School	Tacloban City	VIII	Guidance Coordinator III
10.	Wella Rose D. Dico	Dumungag Senior High School	Zamboanga del Sur	IX	Guidance Counselor II
11.	Joan Cañeda	Iligan City National High School	Iligan City	X	Guidance Coordinator III
12.	Melacare Carillo	Tagum National High School	Tagum City	XI	Guidance Counselor III
13.	Ryan A. Betoya	General Santos City SPED Integrated School	General Santos City	XII	Guidance Counselor II
14.	Generuth M. Bagaforo	N/A	Butuan City	CARAGA	Guidance Counselor II
15.	Doddie Marie L. Duclan	N/A	Tabuk City	CAR	Education Program Supervisor
16.	Harlene V. Mamiit	Rizal Experimental Station and Pilot School of Cottage Industries	Pasig City	NCR	Guidance Coordinator I