



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

**REGIONAL MEMORANDUM**

ORD-2024- 478

**TO :** SCHOOLS DIVISION SUPERINTENDENT  
 SDO Quezon City  
 Chief, Field Technical Assistance Division

**FROM :** OFFICE OF THE REGIONAL DIRECTOR

**SUBJECT :** PARTICIPANT TO WORKSHOP ON THE VALIDATION OF THE TRAINING DESIGN AND RESOURCE PACKAGES ON THE DESIGN AND DEVELOPMENT OF A SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES

**DATE :** 14 May 2024

1. In reference to **DM-OUHROD-NEAP-2024-040** dated 09 May 2024 from the Office of the National Educators Academy of the Philippines, Jennifer E. Lopez, Director IV, the field is hereby informed regarding the above-captured subject matter to be conducted at NEAP Region XII (President Quirino Avenue, General Santos City, South Cotabato) on 03-08 June 2024.

2. The participants to the Workshop on the Development of Training Design and Resource Packages on the Design and Development of a Specialized Training Program for Guidance Designates are stated below:

No.	Name	Sex	Office	Position
1	Cleopatra Daisy T. Aguinaldo	Female	Sergio Osmeña Sr. High School – SDO Quezon City	Guidance Counselor II
2	Maria Laarni Carla C. Paranis	Female	FTAD – NCR Regional Office	Education Program Supervisor

3. Meals and accommodation of the participants shall be provided by NEAP-PDD. 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 usual accounting and auditing rules and regulations.

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

5. 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).





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

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

**JOCELYN DR ANDAYA**  
Director IV



Republika ng Pilipinas

## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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Office of the Director

MEMORANDUM

OM-OUHROD-NEAP-2024- 040

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

FROM : **JENNIFER E. LOPEZ**  
*Director IV*  
*National Educators Academy of the Philippines*

SUBJECT : **ADDENDUM TO THE SIGNED MEMORANDUM TITLED**  
**DESIGN AND DEVELOPMENT OF A SPECIALIZED TRAINING**  
**PROGRAM FOR GUIDANCE DESIGNATES**

DATE : May 9, 2024

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In relation to the signed memorandum (DM-OUHROD-2024-0790) titled **Design and Development of a Specialized Training Program for Guidance Designates** dated 26 April 2024, the National Educators Academy of the Philippines (NEAP) has previously conducted workshops with DepEd representatives on drafting the training design and resource packages.

Forging ahead, the **Workshop on the Validation of the Training Design and Resource Packages** will be conducted on **June 3 – 8, 2024** inclusive of travel time in **NEAP, Region XII** (President Quirino Avenue, General Santos City, South Cotabato).

The activity aims to assess the validity and accuracy of the content of the draft resource packages that will be used in specialized training program for Guidance Designates.

This activity will be a venue to:

- present the draft resource packages to the select DepEd validators,
- assess validity and accuracy of the content using the validation tool, and
- discuss and record appropriate recommendations to enhance the draft resource packages in preparation for the pilot testing.

In this regard, we are requesting two representatives per region that are registered Guidance Counselors (RGC) or non-RGC with Guidance Counselor plantilla item.

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and Regional Office (RO)/ Schools Division Office (SDO) EsP Supervisor preferably RGC.

Meals and accommodation of the participants shall be provided by NEAP-PDD. 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 usual accounting and auditing rules and regulations. Meals will be served on Monday (Day 0) lunch, while the last meal will be AM snack. Please see the figure below.

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

The Regional Directors, through the HRDD Chief or NEAP R Focal Persons are requested to submit the name of their respective representatives using the Endorsement Letter Template provided (Enclosure 2). Kindly send the accomplished Endorsement Letter on or before May 20, 2024 (Monday) at [millie.fudolig@deped.gov.ph](mailto:millie.fudolig@deped.gov.ph).

All endorsed participants must register for confirmation of attendance on this link/QR Code: <https://bit.ly/ValidationGD> on or before May 24, 2024 (Friday).



Attached to this advisory are:

- Enclosure 1: Activity Matrix
- Enclosure 2: Endorsement Letter Template
- Enclosure 3: Memorandum DM-OUHROD-2024-0790

Should you have questions and other concerns, please coordinate with Ms. Millie Jane T. Fudolig of NEAP-PDD through email: [millie.fudolig@deped.gov.ph](mailto:millie.fudolig@deped.gov.ph) or telephone no.: (02) 8715-9919.

For immediate dissemination and appropriate action.

[NEAP-PDD/Lorenzo]



**Enclosure 1: Activity Matrix**

**WORKSHOP ON THE VALIDATION OF THE TRAINING DESIGN AND RESOURCE PACKAGES FOR GUIDANCE DESIGNATES**

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Registration	Management of Learning (MOL)			
8:30am-9:00am	Opening Program	Presentation of Module 2	Presentation of Module 4	Presentation of Module 6	Presentation of the consolidated comments/recommendations
9:00am-10:00am	Overview of the Training Program Q&A Session	Review and Critiquing of Modules	Review and Critiquing of Modules	Review and Critiquing of Modules	
10:00am-10:30am	<b>HEALTH BREAK</b>				
10:30am-12:00nn	Presentation of the Validation Tool and mechanics of the Workshop	Continuation of Module 2 Critiquing	Continuation of Module 4 Critiquing	Continuation of Module 6 Critiquing	Agreements
12:00nn-1:00pm	<b>LUNCH BREAK</b>				
1:00PM-3:00pm	Presentation of Module 1 Review and Critiquing of Module 1	Presentation of Module 3 Review and Critiquing of Modules	Presentation of Module 5 Review and Critiquing of Modules	Presentation of Module 7 Review and Critiquing of Modules	Closing Program End of Day Evaluation
3:00pm-3:30pm	<b>HEALTH BREAK</b>				
3:30pm-4:30pm	Continuation of Module 1 Critiquing	Continuation of Module 3 Critiquing	Discussion of Module 5 by Validators	Continuation of Module 6 Critiquing	<b>HOME SWEET HOME</b>
4:30pm-5:00pm	End of Day Evaluation				



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-OUHROD-2024-0390

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](mailto: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