

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

April 25, 2024

REGIONAL MEMORANDUM

ORD-2024- 490

To : **JENNILYN ROSE B. CORPUZ**
 Schools Division Superintendent, Caloocan City
CECILLE G. CARANDANG
 Schools Division Superintendent, Malabon City
ROMELA M. CRUZ
 Schools Division Superintendent, Mandaluyong City
RITA E. RIDDLE
 Schools Division Superintendent, Manila
MELITON P. ZURBANO
 Schools Division Superintendent, Navotas City
EVANGELINE P. LADINES
 Schools Division Superintendent, Paranaque City
SHERYLL T. GAYOLA
 Schools Division Superintendent, Pasig City
CARLEEN S. SEDILLA
 Schools Division Superintendent, Quezon City
ALEJANDRO G. IBANEZ
 Schools Division Superintendent, Taguig City-Pateros
NOEL D. BAGANO
 Assistant Schools Division Superintendent, Valenzuela City
 Officer-in-Charge
 Office of the Schools Division Superintendent
 All Others Concerned

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **INVITATION TO ATTEND THE NATIONAL TRAINING OF TRAINERS ON CAREER GUIDANCE PROGRAM (CGP) AND CERTIFICATION OF CAREER ADVOCATES**

DATE : April 25, 2024

1. Pursuant to the attached Memorandum No. DM-OUOPS-2024-11-02604 dated April 1, 2024 of Atty. Revsee A. Escobedo, Undersecretary for Operations regarding the National Training of Trainers (NTOT) on Career Guidance Program (CGP) and Certification of Career Advocates, the conduct of the said activity is on June 10-14, 2024 in Dasmaringas, Cavite (exact venue to be announced).



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

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

2. Concerned Divisions are requested to submit one (1) non-teaching Registered Guidance Counselor (RGC) to note on strict adherence to the **no disruption of classes policy** as stipulated in DepEd Order No. 9, s. 2005, to this Office through Dr. Gina L. Cruz, Senior Education Program Specialist with email address gina.cruz002@deped.gov.ph.
3. To confirm attendance, participants shall register in this link : <https://tinyurl.com/NGP-NTOT-Registration> on or before May 7, 2024.
4. Travel and other related expenses to be incurred in the conduct of the said activity may be charged to local funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination and compliance of this Memorandum is desired.

JOCELYN DR ANDAYA
Director IV

Enclosed : as stated



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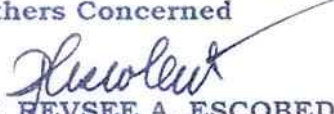
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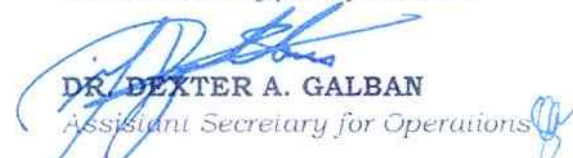
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2024-11-02604

TO : **Regional Directors**
Minister, Basic Higher, and Technical Education, BARMM
Regional and Division Youth Formation Coordinators
Schools Division Superintendents
All Others Concerned

FROM : 
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations


DR. DEXTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : **INVITATION TO ATTEND THE NATIONAL TRAINING OF TRAINERS ON CAREER GUIDANCE PROGRAM (CGP) AND CERTIFICATION OF CAREER ADVOCATES**

DATE : April 01, 2024

Designed to provide the requisite knowledge and skills to the Career Guidance Program (CGP) implementers to perform their tasks in the development of career-conscious K-12 graduates, the Department of Education (DepEd), through the Bureau of Learner Support Services Youth Formation Division (BLSS YFD), in cooperation with the Curriculum and Teaching (CT) Strand, through the Bureau of Curriculum Development (BCD) and the National Educators Academy of the Philippines (NEAP), will conduct the **National Training of Trainers (NTOT) on Career Guidance Program and Certification of Career Advocates** on **June 10-14, 2024** in Dasmariñas, Cavite (*exact venue to be announced*).

As a professional development program, this endeavor intends to capacitate the national pool of trainers on the implementation of CGP. Specifically, it aims to:

1. familiarize themselves with the current situation of the CGP in the context of basic education program;
2. equip would-be career advocates with knowledge, skills, and competencies in helping learners understand themselves in the context of their environment;

BLSS-YFD-2024-03-063



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

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3. discuss the salient provisions of RA 10533: Enhanced Basic Education Act of 2013 and RA11206: Secondary School Career and Counseling Act, as they relate to career guidance and advocacy, and the highlights of RA 9258: The Guidance and Counseling Act of 2004 as they provide the legal bases for the capacity enhancement of teachers to become career advocates;
4. possess the requisite knowledge and skills necessary for Career Advocates to take on their role in the development of the Career-Conscious K-12 Graduate;
5. adhere to the MATATAG Agenda of the current administration of Vice President and Secretary Sara Z. Duterte: MAKE the curriculum relevant to produce competent and job-ready, active, and responsible citizens; and TAKE good care of learners by promoting learner well-being, inclusive education, and a positive learning environment. It also addresses one of the 45 key initiatives under the MATATAG agenda: Engage with CHED, TESDA, and various industry partners to address the issue of skills mismatch; and
6. develop a comprehensive CGP Action Plan to be implemented in their respective schools.

In this regard, we would like to respectfully request **ten (10) Registered Guidance Counselors (RGCs)** from your respective regions to participate in this activity. To confirm attendance, the participants may register through this link: <https://tinyurl.com/CGP-NTOT-Registration> on or **before May 7, 2024, Tuesday**. For reference, the Indicative Program of Activities is attached in **Annex B**.

Moreover, all Regional Youth Formation Coordinators (RYFCs) are hereby directed to facilitate submission of the final list of participants, duly approved by Regional Directors on or before **May 8, 2024, Wednesday** at the blss.lfd@deped.gov.ph.

All travel and other related expenses incurred shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For more information, questions, or concerns on the above-mentioned subject, kindly contact **Mr. Rovin James F. Canja**, of BLSS-YFD through email at blss.lfd@deped.gov.ph.

For your favorable response and appropriate action,

blss-yfd/CSC/0.224/2024

Annex A.

Indicative Program of Activities

**NATIONAL TRAINING OF TRAINERS ON CAREER GUIDANCE PROGRAM
AND CERTIFICATION OF CAREER ADVOCATES**

June 10-14, 2024 | Dasmarinas, Cavite

DAY 1 (Monday) June 10, 2024		
Inclusive Time	Mins	Program
ARRIVAL OF PARTICIPANTS		
8:00 am – 12:00 pm		Arrival and registration
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:00 pm	60 min	Opening Program National Anthem Ecumenical Prayer DepEd QPS Welcome Remarks / Message Introduction of Participants Photo Documentation
2:00 pm – 3:00 pm	60 min	Plenary 1: YFD CGP Introduction
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:30 pm	75 min	Plenary 2: Overview of Career Guidance Program Pre-test
4:30 pm – 5:00 pm	30 min	End of the day evaluation / Writing Activity / Reflection / other reminders

DAY 2 (Tuesday) June 11, 2024		
Inclusive Time	Mins	Program
8:00 am – 8:20 am	20 min	Management of Learning
8:20 am – 8:30 am	10 min	Pre-test
8:30 am – 10:00 am	90 min	M1S1: Guidance: Principles, Goals and other related concepts
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	90 min	M1S2: Guidance Service and Clientele
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:00 pm	60 min	M1S3: Career Education in the Context of Guidance (Continuation)
2:00 pm – 3:00 pm	60 min	M1S4A: The History of Career Guidance
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:30 pm	75 min	M1S4A: The History of Career Guidance (15mins)

		M1S4B: Theories for Career Choice and Development (60 mins)
4:30 pm – 4:45 pm	15 min	M1S4B: Theories for Career Choice and Development
4:45 pm – 5:00 pm	15 min	End of the day evaluation / Writing Activity / Reflection / other reminder

DAY 3 (Wednesday) June 12, 2024

Inclusive Time	Mins	Program
8:00 am – 8:20 am	20 min	Management of Learning
8:20 am – 8:30 am	10 min	Pre-test
8:30 am – 10:00 am	90 min	M2S5: Legal Bases of Career Guidance in the Philippines
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	90 min	M2S6: The Career Advocate
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 3:00 pm	120 min	M2S7: Linkage Development
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:30 pm	75 min	M3S8: M3S8: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System
4:30 pm – 4:40 pm	10 min	Post test
4:40 pm – 5:00 pm	20 min	End of the day evaluation / Writing Activity / Reflection / other reminder

DAY 4 (Thursday) June 13, 2024

Inclusive Time	Mins	Program
8:00 am – 8:30 am	20 min	Management of Learning
8:20 am – 8:30 am	10 min	Pre-test
8:30 am – 10:00 am	90 min	M3S9: Guidance Service as Delivery System
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	90 min	M3S9: Guidance Service as Delivery System (continuation)
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:00 pm	60 min	M3S10: Co-curricular Activities as Delivery System
2:00 pm – 3:00 pm	60 min	M3S10: Co-curricular Activities as Delivery System
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:30 pm	75 min	M3S11: Guidelines for Work Immersion
4:30 pm – 4:40 pm	10 min	Post-test

4:40 pm – 5:00 pm	15 min	End of the day evaluation / clearing house / other reminders
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Day 5 (Friday) June 14, 2024		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	Module 4: Facilitation Skills
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	90 min	Individual review session / Post Test
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:00 pm	60 min	Closing Ceremony
2:00 pm – 3:00 pm	150 min	End of the day evaluation / clearing house / other reminders/ Closing Program
HOME SWEET HOME		

Annex B.

PARTICIPANTS

CGP Session Guide/Learning Resources Writers/Trainers			
NAME	DESIGNATION / POSITION	REGION & DIVISION	SCHOOL
Lorena Maria Castillo	Guidance Counselor	NCR Schools Division Office	Lagro Senior High School
Darryl Correa	Guidance Counselor/ HTC	(SDO) of Quezon City	Quezon City Science High School
Marlon Lalaguna	Master Teacher	NCR Valenzuela City	General Tiburcio de Leon National High School
Princess P. Gonzales	Guidance Designate	Region III	Camba Ntl. HS., Pampanga
Bernadette L. Lejarde	Guidance Coordinator	Region III SDO Pampanga	N/A
Mariz P. Borgoñoz-Pales	Guidance Counselor	Region IV-A SDO Laguna	Liliw National High School
Jun Victor F. Bactan	Principal II	Region VI SDO Iloilo	San Rafael National High School
Melanie O. Mandin	Senior Education Program Specialist	Region XI SDO Davao del Norte	N/A

CGP Core Team Trainees				
	NAME	DESIGNATION / POSITION	REGION & DIVISION	SCHOOL
1	Sheridan S. Manamtam	Registered Guidance Counselor	Region I	N/A
2	Alleli Jill T. Barberan	Guidance Coordinator III	Region I, Dagupan City	
3	Rosalie E. Lingaling	Guidance Coordinator III	Region I, Laoag City Division	Ilocos Norte National High School
4	Ma. Katleen Maye Asuncion Haban	Guidance Counselor III	Region II SDO Isabela	Quezon National High School (NHS)
5	Maria Dolores Mendoza Ibasco	Guidance Counselor III	Region II SDO Quitino	Quirino Gen. High School (JHS)
6	Ma. Aleli M. Maborang	Registered Guidance Counselor	Region II	N/A
7	Maria Niña Marcelo Mariñas	Guidance Counselor II	Region III SDO Bulacan	Fortanato Malili Agricultural School
8	Anna Marie Ancheta Somera	Guidance Counselor III	Region III SDO San Jose City	San Jose City NHS
9	Alyssa Pearl V. Miranda	Guidance Counselor III	Region III, Nueva Ecija	Nueva Ecija High School- JHS
10	Sheena Wella G. Arguelles	Guidance Coordinator III	Region IV-A, Batangas City	Batangas City Integrated High School
11	Mitos Amadel S. Villamor	Guidance Counselor III	Region IV A, Quezon	Infanta National High School
12	Ma Vera A. Larioque	Guidance Counselor III	Region IV-A, Laguna	Balian Integrated National High School
13	Floyd A. Socrates	Registered Guidance Counselor	Region IV – B	N/A
14	Ma Cecilia M. Guimera	Guidance Counselor II	Region IV-R, Calapan City	Ricayao National High School

15	Jo Anne N. Manjares	Guidance Counselor II	Region IV-B, Oriental Mindoro	Domingo Yu Chu National High School I
16	Antonio Cesar Valencia	Registered Guidance Counselor	Region V	N/A
17	Ivy Demice Moya Abogado	Guidance Counselor I	Region V SDO Camarines Norte	Camarines Norte NHS
18	Ramonicka Genio Capistrano	Guidance Counselor II	Region V SDO Camarines Sur	Camaligan NHS
19	Mary Porteria H. Ancheta, RGC	Guidance Counselor II	Region V SDO Camarines Sur	Calabanga NHS
20	Rhodalyne P. Asido, RGC	Guidance Counselor II	Region V SDO Camarines Sur	San Jose Pili NHS
21	Melvin R. Silos, RGC	Guidance Counselor	Region V SDO Camarines Sur	Calabanga NHS
22	Abigail Dais Escaño	T1/Registered Guidance Counselor	Region VI SDO Sagay City	Eusebio Lopez Mem. Integrated School
23	Marion S. Arcenas	GC I/ MT-II	Region VI	N/A
24	Mary Lou B. Saban	Registered Guidance Counselor	Region VI	N/A
25	Junides O. Aro	Guidance Counselor II	Region VII, Lapu-Lapu City	Babag National High School SHS
26	Niña Erica U. Omayao	Guidance Counselor II	Region VII, Talisay	Cansojong National High School
27	Marihden C. Bartolome	Guidance Counselor III	Region VIII, Tacloban	Sagkahan National High School
28	Mary Jean A. Mindaigo	Guidance Counselor III	Region VIII, Tacloban	Levte National High School
29	Ryan M. Japon	Guidance Counselor III	Region IX, Zamboanga City	Zamboanga City High School-Main
30	Quirico M. Batiliran Jr	Guidance Counselor II	Region IX, Tacurong	
31	Joan B. Cañeda	Guidance Coordinator III	Region X, Iligan City	Iligan National High School
32	Beverly M. Dalovon	Guidance Coordinator III	Region X, Lanao Del Norte	
33	Urbano Quibor Jumamil Jr	Registered Guidance Counselor	Region XI SDO Davao Del Norte	Sta. Fe NHS
	Jovelle Kristin G. Dajao	Guidance Counselor II	Region XI, Misamis Occidental	Aloran Central School
34	Lucita Sunshine G. Balucos	Guidance Counselor II	Region XII, Kidapawan City	Saniel-Cruz National High School
35	Maria Cecilia B. Hlnayhinay	Guidance Coordinator III	Region XII, idapawan City	Isulan Central School SPED Center
36	Maribel Salvadice	Guidance Counselor II	Caraga, Agusan Del Sur	Trento National High School
37	Crosby P. Dayawen	Guidance Counselor III	CAR, Mountain Province	Tadian School of Arts and Trades
38	Jocelyn DG. Antipala	Guidance Counselor II	NCR, Caloocan	N/A
39	Livia B. Tadeja	Guidance Counselor II	NCR, Caloocan	N/A