



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



July 11, 2024

REGIONAL MEMORANDUM

No. 720 s. 2024

To: Schools Division Superintendents

REGISTRATION OF PARTICIPANTS TO THE REGIONAL CAPACITY BUILDING FOR CAREER GUIDANCE ADVOCATES ON THE IMPLEMENTATION OF CAREER GUIDANCE PROGRAM

1. In reference to DM-OUOPS-2024-11-02604 dated April 01, 2024 from the Office of the Assistant Secretary for Operations, Operations Strand, through the Bureau of Learner Support Services-Youth Formation Division (BLSS--YFD), in cooperation with Curriculum and Teaching Strand, through the Bureau of Curriculum Development (BCD), and the National Educators Academy of the Philippines (NEAP), this office opens the nomination and registration of participants and PMT members for the Regional Capacity Building for Career Guidance Advocates on the Implementation of Career Guidance Program.

2. Relative to this, the Division Offices are requested to nominate participants and PMT members who will attend the activity. The concerned Schools Division Superintendents, through the CID - Education Program Supervisors in charge of the Career Guidance Program, are requested to submit the names of their respective participants using the attached endorsement letter template, on or before **July 19, 2024** through the email addresses provided below.

3. For confirmation of attendance, all nominated/ endorsed participants shall register through this link: <https://forms.office.com/r/yy3GsJeNGF>



4. For reference, attached are the following documents:
 Enclosure 1: Terms of Reference;
 Enclosure 2: Allocated Number of Nominated Participants; and
 Enclosure 2: Endorsement Letter Template.



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5. The schedule and other pertinent details of the training will be released in a separate Memorandum.
6. For questions and concerns, please contact Arren V. Aduan, Education Program Supervisor – HRDD-L&D NEAP(R) at neap.ncr@deped.gov.ph.
7. Immediate dissemination of this Memorandum is directed.


JOCELYN DR ANDAYA
Director IV



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Enclosure 1: Qualifications and Terms of Reference

Qualifications of Participants

- i. Two participants per school, composed of **one male** and **one female** teacher from each public secondary school, including stand-alone senior high schools and integrated schools.
- ii. Nominated participants must be a holding plantilla item of **Teacher** or **Mater Teacher** position from any subject area.
- iii. Non-Registered Guidance Counselor (RGC) neither Guidance Counselor (GC)

**Clarifications: The program has been developed for aspiring Career Guidance Advocates to facilitate the implementation of the Career Guidance Program. Registered Guidance Counselors and Guidance Counselors are not included as the program aims to create a designated overseer for the school's Career Guidance Program. Successful completion of the course is a prerequisite for certification.*

Terms of Reference for M&E Manager

- i. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT.
- ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist.
- iii. Applies process observation and prescribed tools to monitor and evaluate program delivery.
- iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing.
- v. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation.
- vi. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.

Terms of Reference for Documenter

- i. Documents the proceedings of the learning sessions using the prescribed documentation template.
- ii. Takes photos of the different parts of the program delivery.

Terms of Reference for Secretariat

- i. Attends to registration needs of learners.
- ii. Ensures that learners fill up attendance sheets every day.
- iii. Prepares directory of participants based on registration forms.
- iv. Assists in the distribution of learning materials and supplies.
- v. Assists in posting and collection of session outputs.
- vi. Compiles session documents and learning resource materials.



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Enclosure 2: Allocated Number of Participants

SDO	PARTICIPANTS <i>(1 male and 1 female each Secondary School)</i>	M&E Manager <i>(SDO M&E SEPS)</i>	DOCUMENTER <i>(Guidance Counselor)</i>	SECRETARIAT <i>(Head Teacher of EsP)</i>	Nurse	Total
Caloocan City	74	1	2	1	1	78
Las Piñas City	34	1	1	2	---	38
Makati City	14	1	1	1	1	18
Malabon City	36	1	1	1	1	40
Mandaluyong City	26	1	1	1	---	29
Manila City	70	1	2	1	1	75
Marikina City	34	1	1	1	---	37
Muntinlupa City	18	1	1	1	---	21
Navotas City	20	1	1	1	1	24
Parañaque City	34	1	1	2	---	38
Pasay City	20	1	1	1	1	24
Pasig City	32	1	2	1	1	35
Quezon City	128	1	1	2	1	133
San Juan City	14	---	1	1	---	16
Taguig City and Pateros	58	1	1	2	1	63
Valenzuela City	70	1	2	1	1	75



- For confirmation of attendance, all nominated/ endorsed participants and PMT Members shall register through this link: <https://forms.office.com/r/yy3GsJeNGF> and
- EsP/GMRC Supervisor shall update the sheet of participants through this link: <https://tinyurl.com/CGParticipantsNCR>