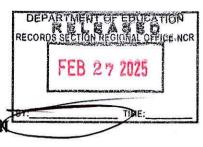


## Department of Education

NATIONAL CAPITAL REGION



February 24, 2025

REGIONAL MEMORANDUM No. 187, s. 2025

To:

Schools Division Superintendents

All Others Concerned

## PARTICIPANTS TO THE CONDUCT OF TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES – PHASES 3 AND 4

- 1. This is in reference to the Memorandum DM-OUHROD-2025-0327 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, and Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), informing the field about the above-captioned subject.
- 2. The following personnel are advised to attend the *Training of Trainers Phase* 3 (*Luzon Cluster*) scheduled on March 17 to 21, 2025 at NEAP Baguio:

No	Name	SDO/Office	Station	Position
1	Ma. Lovenia H.		Kalayaan NHS	Guidance
	Rodriguez	Caloocan		Counselor I
2	Mary Ann Ona Talag	Caloocan	Caloocan HS	Teacher III
3	Joane S. Gaddi		Talipapa HS	Teacher III
4	Kim G. Ampo	Makati	Makati HS	Guidance
	Saff			Coordinator III
5	Miriam V. Basilio	Malabon	Panghulo NHS	Department Head
6	Loida S. Belen	Manila	Aurora A. Quezon	Teacher III
			ES	
7	Maricor N. Ronio		Manuel G. Araullo	Master Teacher II
			HS	
8	Delia G. Flores		Cecilio Apostol	Guidance
			Elementary School	Counselor III/OIC
				Principal
9	Rosario L. Camba		Rosauro Almario	Guidance
			ES	Coordinator III
10	Annalisa A. Tabuzo		Cayetano Arellano	Guidance
			HS	Counselor III







## Department of Education NATIONAL CAPITAL REGION

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## Department of Education

NATIONAL CAPITAL REGION

35	Leah Ailah C.	RO	NEAP-R	Senior Education
	Vicencio			Program Specialist

Member of the National Technical Working Group Specialized Training Program for Guidance Dessignates Training of Trainers – Phases 3 and 4 Date: March and April, 2025 Venue: Baguio City and Cebu

Name			SDO/Office	Station	Position
Harlene Mamiit	Rose	V.	Pasig	Rizal Experimental Station and Pilot School of Cottage Industries	Guidance Counselor I

Upon completion of the training, they will form part of the NEAP Faculty who will be responsible for capacitating Guidance Designates in their respective regions.

3. All the identified participants are enjoined to confirm their attendance through this link on or before March 5, 2025:

## https://bit.ly/TOTGD\_Phases3and4

- 4. The identified participants are advised to check in on Day 0 (Sunday) and check out on Day 5 (Friday). They are advised to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.
- 5. Board and lodging of the participants will be charge to NEAP HRD Fund while their transportation, per diem, and other incidental expenses will be charged to downloaded HRD Funds for this purpose, subject to the usual accounting and auditing rules and regulations.
- 6. Should there be any shortage of downloaded HRD funds for travel expenses due to change of venue, it is requested that the amount to cover the deficit be charged against RO/SDO HRD funds or other local funds, subject to the usual accounting and auditing rules and regulations. On the other hand, savings generated after the processing of travel expenses of the participants for the activity may be used for other reimbursements of travel expenses relative to participation in other trainings, workshops, and other professional development activities, subject to the same rules and regulations.
- 7. 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, holidays, and work suspension.







## Department of Education

NATIONAL CAPITAL REGION

- 8. For further information and other concerns, please coordinate with Ms. Millie Jane Ms. Fleura Karina Lorenzo of **NEAP-PDD** through neap.pdd@deped.gov.ph or landline (02) 8715-9919.
- 9. Immediate and wide dissemination of this Memorandum is desired.

JOCELYN DR ANDAYA

Regional Director, NCR concurrent Officer-In-Charge, Office of the Assistant Secretary for Operations







## Republika ng Pilipinas

## Department of Education

## OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM DM-OUHROD-2025-0327

TO

: Regional Directors

Schools Division Superintendents HRDD Chiefs/NEAP R Focal Persons

All Others Concerned

FROM

WILFREDO E. CABRAI

Undersecretary

Human Resource and Organizational Development

Carmela Caraian

CARMELA C. ORACION

Assistant Secretary

Human Resource and Organizational Development (National Educators Academy of the Philippines)

SUBJECT

CONDUCT OF THE TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE

DESIGNATES - PHASES 3 AND 4

DATE

: 07 February 2025

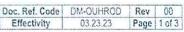
- 1. The National Educators Academy of the Philippines (NEAP) has developed a Specialized Training Program for Guidance Designates to address the shortage of registered guidance counselors in schools by capacitating and empowering guidance designates to successfully perform their crucial role contributing to the overall well-being of learners. This is also in line with the recently passed Republic Act No. 12080 "Basic Education Mental Health and Well-Being Promotion Act."
- 2. Following the *Training of Trainers for Guidance Designates Phases 1 and 2* held last year, NEAP will conduct the following succeeding phases of the training:

Activity	Date	Venue
Training of Trainers – Phase 3 (Luzon Cluster)	17-21 March 2025	NEAP Baguio
Training of Trainers – Phase 4 (Visayas-Mindanao Cluster)	07-11 April 2025	Ecotech Center, Lahug, Cebu City











- 3. Each Regional Office (RO) is requested to endorse the following participants to the abovementioned training activities:
  - a. A Registered Guidance Counselor (RGC) with a guidance counselor plantilla item who has not yet attended Phases 1 or 2;
  - b. One (1) representative from the RO HRDD/NEAP R; and
  - c. One (1) Education Program Supervisor (Edukasyon sa Pagpapakatao/Values Education/GMRC).

Upon completion of the training, they will form part of the **NEAP Faculty** who will be responsible for capacitating Guidance Designates in their respective regions.

- 4. The Regional Directors, through the HRDD Chiefs/NEAP R Focal Persons, are requested to submit their official list of participants using the template provided in *Enclosure 1* via email to <a href="mailto:neap.pddadeped.gov.ph">neap.pddadeped.gov.ph</a> (copy furnished fleura.lorenzoadeped.gov.ph / <a href="mailto:millie.fudoligadeped.gov.ph">millie.fudoligadeped.gov.ph</a> with subject line "[ENDORSEMENT] Region \_\_\_\_\_ Participants to the Training of Trainers for Guidance Designates" on or before 28 February 2025.
- 5. The participants are enjoined to confirm their attendance through the following registration link/QR Code on or before 07 March 2025:

Link: https://bit.ly/TOTGD\_Phases3and4

QR Code:



- 6. For reference, attached are the *Indicative Program of Activities* (Enclosure 2), Allocated Number of Participants per Region (Enclosure 3), and Members of the National Technical Working Group (Enclosure 4).
- 7. The participants are advised to check in on Day 0 (Sunday) and check out on Day 5 (Friday). Please see the meal schedule below.

Meals	Day 1 Sun	Day 2 Mon	Day 3 Tue	Day 4 Wed	Day 5 Thu	<b>Day 6</b> Fri
Breakfast		1	✓	✓	✓	✓
AM Snack		1	✓	✓	✓	<b>√</b>
Lunch		1	✓	✓	✓	✓
PM Snack		1	✓	1	1	✓
Dinner	1	1	✓	<b>√</b>	1	

8. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).







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- 9. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while their transportation, per diem, and other incidental expenses will be charged to downloaded HRD funds for this purpose, subject to the usual accounting and auditing rules and regulations.
- 10. Should there be any shortage of downloaded HRD funds for travel expenses due to change of venue, it is requested that the amount to cover the deficit be charged against RO/SDO HRD funds or other local funds, subject to the usual accounting and auditing rules and regulations. On the other hand, savings generated after the processing of travel expenses of the participants for the activity may be used for other reimbursements of travel expenses relative to participation in other trainings, workshops, and other professional development activities, subject to the same rules and regulations.
- 11. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers," in case the activities will fall on weekends, holidays, or work suspension.
- 12. Should you have questions and concerns, please coordinate with Ms. Millie Jane Fudolig or Ms. Fleura Karina Lorenzo of NEAP-PDD through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
- 13. For immediate dissemination and appropriate action.

## Enclosures:

Enclosure 1 - Endorsement Template for Official List of Participants

Enclosure 2 - Indicative Program of Activities

Enclosure 3 - Allocated Number of Participants per Region

Enclosure 4 - Members of the National Technical Working Group

Copy furnished: OFFICE OF THE SECRETARY OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

[NEAP-PDD/ Fudolig]







Doc. Ref. Code DM-OUHROD Rev 00 Effectivity 03.23.2023





## Department of Education

## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

## <Regional Office Header>

<Month> <day>, 2025

## JENNIFER E. LOPEZ

Director IV

National Educators Academy of the Philippines - Central Office

Dear Dir. Lopez:

Respectfully submitting the list of participants to attend the Training of Trainers for Guidance Designates (Phase 3/ Phase 4):

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

Thank you very much!

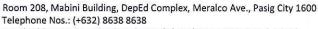
Sincerely yours,

<Full Name of Regional Director>

<Position>







.gov.ph

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# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

## TRAINING PROGRAM FOR GUIDANCE DESIGNATES TRAINING OF TRAINERS - PHASE 3

March 17 – 21, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Opening Program		Management of Learning	Bu	
		Module 4: Handling	Module 4: Handling		
10.00.01	Module 1: Guidance and	Common Concerns in	Common Concerns in	Module 5: Risk Assessment	Work Action Plan
o:Soam-10:Ooam	Counseling	Schools	Schools	and Referral	(WAP)
		4.1.A Bullying	4.2.B. Drug Addiction		
10:00am-10:15am		HE	HEALTH BREAK		
10:15am-12:00pm	Module 2: Guidance Programs and Services	Continuation of 4.1.A Bullying	Continuation of 4.2.B Drug Addiction	Continuation of Module 5: Risk Assessment and Referral	Self-Care
12:00pm-1:00pm		T	LUNCH BREAK		
			Module 4: Handling		
1:00-3:00pm	Module 3: Healthy Communication	4.1.B Harassment	Common Concerns in Schools	Module 6: Guidance Program Development	Closing Program
			4.3 Suicide	8	
3:00pm-3:15pm		ан	HEALTH BREAK		
3:15pm-4:45pm	Module 3: Psychological First-Aid (PFA)	Module 4: Handling Common Concerns in Schools 4.2.A. Internet Addiction	Continuation of 4.3 Suicide	Facilitation Skills	
4:45pm-5:00pm		End o	End of Day Evaluation		











# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## TRAINING PROGRAM FOR GUIDANCE DESIGNATES TRAINING OF TRAINERS - PHASE 4

# April 7 - 11, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Opening Program		Management of Learning	ing	
8:30am-10:00am	Module 1: Guidance and	Module 4: Handling Common Concerns in	Module 4: Handling Common Concerns in	Module 5: Risk Assessment	Work Action Plan
	Counseling	Schools 4.1.A Bullying	Schools 4.2.B. Drug Addiction	and Referral	(WAP)
10:00am-10:15am		ан	HEALTH BREAK		
10:15am-12:00pm	Module 2: Guidance Programs and Services	Continuation of 4.1.A Bullying	Continuation of 4.2.B Drug Addiction	Continuation of Module 5: Risk Assessment and Referral	Self-Care
12:00pm-1:00pm		11	LUNCH BREAK		
1:00-3:00pm	Module 3: Healthy Communication	4.1.B Harassment	Module 4: Handling Common Concerns in Schools 4.3 Suicide	Module 6: Guidance Program Development	Closing Program
3:00pm-3:15pm		HE	HEALTH BREAK		
3:15pm-4:45pm	Module 3: Psychological First- Aid (PFA)	Module 4: Handling Common Concerns in Schools 4.2.A. Internet Addiction	Continuation of 4.3 Suicide	Facilitation Skills	
4:45pm-5:00pm		End o	End of Day Evaluation		







Room 102, Rizal Building, DepEd Complex, Meralcor NGE: Rais Golfy PARMM-F-022 | Rev | 01

Telephone Nos.: (+632) 86331806, (+632) 8634994, (+632) 86366549 | Effectivity | 09.20.21 | Page | 2 of 2

Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph



## **Department of Education**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## Enclosure 3

## LIST OF THE PARTICIPANTS

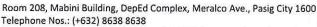
TRAINING OF TRAINERS FOR GUIDANCE DESIGNATES

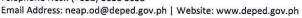
	PHASE 3 March 17-21, 2025	
Region	No. of Participants	Venue
I	5	
II	25	NEAP, Baguio City
III	45	
IV-A	60	
IV-B	5	
CAR	15	
NCR	35	
TOTAL	190	

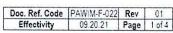
	PHASE 4 April 7 – 11, 2025	
Region	No. of Participants	Venue
V	30	
VI	25	
VII	5	
VIII	5	
IX	10	DepEd Ecotech Center,
X	25	Lahug, Cebu City
XI	20	
XII	15	7
CARAGA	5	
TOTAL	140	















## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## Enclosure 4

## MEMBERS OF THE NATIONAL TECHNICAL WORKING GROUP SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES TRAINING OF TRAINERS - PHASES 3 AND 4

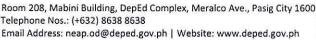
Dates: March and April Venue: Baguio City and Cebu

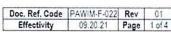
DEPED CENTRAL OFFICE						
Name	Designation	Office				
1. Marife T. Morcilla	Project Development Officer V					
2. Alexander Simagala	Project Development Officer IV					
3. Millie Jane T. Fudolig	Senior Education Program Specialist	NEAP- Professional				
4. Eric T. Sarmiento	Administrative Officer V	Development Division				
5. Fleura Karina C. Lorenzo	Technical Assistant II	21.101011				
6. Jojet T. Gabriel	Technical Assistant I					

	DEPED REGIONS							
No.	Names	School	Division	Region	Designation			
1.	Annabella G. Dingwasen	Benigno V. Aldana National High School	Pangasinan II	1	Guidance Counselor III			
2.	Ma. Katleen Maye A. Haban	Quezon National High School	Isabela	II	Guidance Counselor III			
3.	Julie E. Dangan	Morong National High School	Bataan	Ш	Guidance Counselor III			
4.	Mariz P. Borgoños- 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 B. Arcenas	Cabatuan National Comprehensive High School	Iloilo	VI	Guidance Counselor III			
8.	Nerizza Conie 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.	Mark Risty S. Tan- awon	N/A	Zamboanga del Sur	IX	Guidance Counselor I			
11.	Joan B. Cañeda	Iligan City National High School	Iligan City	х	Guidance Coordinator III			
12.	Melecare M. Carrillo	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	Education Program Specialist II			













## **Department of Education**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

15.	Doddie Marie L. Duclan	N/A	Tabuk City	CAR	Education Program Supervisor
16.	Harlene Rose V. Mamiit	Rizal Experimental Station and Pilot School of Cottage Industries	Pasig City	NCR	Guidance Coordinator I



