

Republic of the Philippines
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**

- 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.
- 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. Rodriguez	Caloocan	Kalayaan NHS	Guidance Counselor I
2	Mary Ann Ona Talag		Caloocan HS	Teacher III
3	Joane S. Gaddi		Talipapa HS	Teacher III
4	Kim G. Ampo	Makati	Makati HS	Guidance Coordinator III
5	Miriam V. Basilio	Malabon	Panghulo NHS	Department Head
6	Loida S. Belen	Manila	Aurora A. Quezon ES	Teacher III
7	Maricor N. Ronio		Manuel G. Araullo HS	Master Teacher II
8	Delia G. Flores		Cecilio Apostol Elementary School	Guidance Counselor III/OIC Principal
9	Rosario L. Camba		Rosauro Almario ES	Guidance Coordinator III
10	Annalisa A. Tabuzo		Cayetano Arellano HS	Guidance Counselor III



6 Misamis St., Bago Bantay, Quezon City

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Website: <http://www.depedncr.com.ph>



Certificate No. PHP QMS



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11	Asuncion R. Ferrer		Raja Soliman Science and Technology HS	Guidance Counselor III	
12	Geraldine S. Andal		M. Roxas SHS	Master Teacher I	
13	Lenie A. Tiamzon	Marikina	Sto. Nino ES	Teacher III	
14	Cecile C. Cao		Fortune HS	Teacher III	
15	Eunice P. Songcayauon		Marikina HS	Head Teacher VI	
16	Jose B. Ballovar		Marikina HS	Head Teacher VI	
17	Eleanor B. Buduan		Parañaque	Parañaque NHS-Main	Guidance Counselor III
18	Rodolfo C. Del Rosario	Pasay	SDO - Pasay	HT VI (Psychologists)	
19	Lorein Pagatpat		SDO - Pasay	MT I (Psychologists)	
20	Marites P. Legaspi		Pasay City North HS-MDC	Guidance Counselor III	
21	Shierene P. Roaquito		Pasay City West HS	Guidance Counselor III	
22	Perlita M. Ignacio		Pasig	SDO Pasig	Education Program Supervisor
23	Maria Emma T. Daga	Quezon City	Sauyo High School	Guidance Counselor III	
24	Adelaida R. Tolibas		Quezon City HS	Guidance Counselor III	
25	Jesusa V. Din		Sergio Osmeña Sr. HS	Guidance Counselor III	
26	Maria Teresa F. Balinggao		New Era HS	Guidance Counselor I	
27	Elvira G. Samantila		Masambong HS	Guidance Counselor III	
28	Lorena R. Alejandre		Doña Rosario HS	Guidance Counselor III	
29	Jover P. Bernabe		Holy Spirit NHS	Teacher III	
30	Audie Alejandro C. Tadena		Rosa L. Susano-Novaliches ES	Teacher III	
31	Elpidia M. Valenzuela		San Juan	Benigno "Ninoy" S. Aquino HS	Guidance Counselor III
32	Karen G. Decapia		Valenzuela	Gen T. De Leon NHS	Teacher I
33	Milagros D. Dideles	Caruhatan NHS		Guidance Counselor II	
34	Dr. Lucita A. Gener	SDO Manila	CID	Education Program Supervisor	



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35	Leah Ailah C. Vicencio	RO	NEAP-R	Senior Education Program Specialist
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Member of the National Technical Working Group Specialized Training Program for Guidance Designates Training of Trainers – Phases 3 and 4
Date: March and April, 2025
Venue: Baguio City and Cebu

Name	SDO/Office	Station	Position
Harlene Rose V. Mamiit	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.



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8. For further information and other 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**.
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. CABRAL
Undersecretary
Human Resource and Organizational Development


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 neap.pdda@deped.gov.ph (copy furnished fleura.lorenzo@deped.gov.ph / millie.fudolig@deped.gov.ph) 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	Day 6 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

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.).

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]



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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.2023	Page	3 of 3





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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>



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Enclosure 2

TRAINING OF TRAINERS – PHASE 3
TRAINING PROGRAM FOR GUIDANCE DESIGNATES
 March 17 – 21, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Opening Program		Management of Learning		
8:30am-10:00am	Module 1: Guidance and Counseling	Module 4: Handling Common Concerns in Schools 4.1.A Bullying	Module 4: Handling Common Concerns in Schools 4.2.B. Drug Addiction	Module 5: Risk Assessment and Referral	Work Action Plan (WAP)
10:00am-10:15am		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		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		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 of Day Evaluation				



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TRAINING OF TRAINERS – PHASE 4
 TRAINING PROGRAM FOR GUIDANCE DESIGNATES
 April 7 – 11, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Opening Program				
8:30am-10:00am	Module 1: Guidance and Counseling	Module 4: Handling Common Concerns in Schools 4.1.A Bullying	Module 4: Handling Common Concerns in Schools 4.2.B. Drug Addiction	Module 5: Risk Assessment and Referral	Work Action Plan (WAP)
10:00am-10:15am		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		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		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 of Day Evaluation				



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 Room 102, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City, Metro Manila 1600
 DepEd Order No. 160-2021
 Effectivity Date: 09.20.21
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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	NEAP, Baguio City
II	25	
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	DepEd Ecotech Center, Lahug, Cebu City
VI	25	
VII	5	
VIII	5	
IX	10	
X	25	
XI	20	
XII	15	
CARAGA	5	
TOTAL	140	



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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	NEAP- Professional Development Division
2. Alexander Simagala	Project Development Officer IV	
3. Millie Jane T. Fudolig	Senior Education Program Specialist	
4. Eric T. Sarmiento	Administrative Officer V	
5. Fleura Karina C. Lorenzo	Technical Assistant II	
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	I	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	III	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. Tanawon	N/A	Zamboanga del Sur	IX	Guidance Counselor I
11.	Joan B. Cañeda	Iligan City National High School	Iligan City	X	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



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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