



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
CAGAYAN DE ORO CITY
RELEASED
DATE: OCT 04 2023

Office of the Schools Division Superintendent

03 October 2023

DIVISION MEMORANDUM

No. 511 s.2023

PARTICIPANTS IN THE CAPACITY-BUILDING PROGRAM FOR GUIDANCE
COUNSELORS

TO:

Assistant Schools Division Superintendent
CTD and SGOD Chiefs
CTD and SGOD Personnel
Public Elementary and Secondary School Heads
Public Elementary and Secondary Teachers
This Division

1. This refers to **Regional Memorandum No. 0570, s. 2023** titled **Participants in the Capacity-Building Program for Guidance Counselors**, the following are the participants who shall attend the training at NEAP-NCR, Marikina City, on February 5-9, 2024.

No.	Name	Sex	School	Position
1	Beato Buot, RGC	M	Bulua National High School	Guidance Counselor II
2	Ma. Jennifer T. Cabatingan, RGC	F.	Angeles Sisters National High School	Guidance Counselor II

2. Participants shall confirm their attendance on or before **October 4, 2023**, through online link: **bit.ly/CapBuildRGCs**.
3. Board and lodging costs shall be charged against NEAP-PDD HRD funds while participants' travel and other incidental expenses shall be charged to their local funds, subject to the accounting and auditing rules and regulations.
4. Service credits or compensatory time-off (CTO) shall be granted for working days that will fall on holidays or weekends in accordance with the CSC and DBM Joint Circular No. 2, s. 2004.
5. Attached is Memorandum DM-OUHROD-2023-1307 for more details.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of age, gender and sexual orientation, disability, religion, and ethnicity.



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Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

7. Immediate compliance with this Memorandum is desired.


ROY ANGELO E. GAZO
Schools Division Superintendent

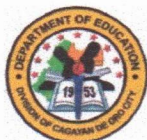
Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:

GUIDANCE AND COUNSELING

HUMAN RESOURCE

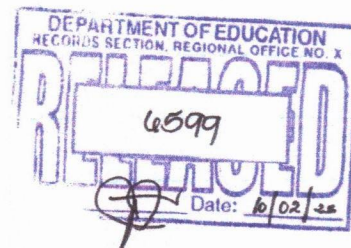
RAL-/DM- participants in the capacity-building program for guidance counselors
October 3, 2023



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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO



September 29, 2023

REGIONAL MEMORANDUM

No. 0570, s. 2023

PARTICIPANTS IN THE CAPACITY-BUILDING PROGRAM
FOR GUIDANCE COUNSELORS

To: Schools Division Superintendents
Chief of Human Resource Development Division
Others Concerned

1. Regarding **Memorandum DM-OUHROD-2023-1307** titled **Capacity-Building Program for Guidance Counselors**, the following are the identified participants who shall attend the training at NEAP-NCR, Marikina City, on February 5-9, 2024. They are the duly Registered Guidance Counselors (RGCs) assigned in schools, occupying Guidance Counselor Plantilla items, and duly assigned RGCs in the Schools Division Offices (SDOs) and the Regional Office (RO) serving as focal persons.

No.	Name	Sex	RO/SDO/ School	Position
1	Rebecca P. Postrano, RGC	F	RO-X	Education Program Supervisor/ Regional Focal person
2	Marecil O. Alfeche, RGC	F	Langcataon CS, Bukidnon	School Principal I/District Guidance Counselor
3	Beato Buot, RGC	M	Bulua NHS, CDO	Guidance Counselor II
4	Ma. Jennifer T. Cabatingan, RGC	F	Angeles Sisters NHS, CDO	Guidance Counselor I
5	Faith Q. Colarte, RGC	F	SDO-El Salvador City	Guidance Counselor II/SDO Focal person
6	Marilou Y. Descallar, RGC	F	SDO-El Salvador City	EPS II/ GC II/SDO Focal person
7	Erlinda N. Basmayor, RGC, RPm	F	SDO-Iligan City	SEPS, SOCMOB/ SDO Focal person
8	Joan B. Cañeda, RGC, RPm	F	Iligan City National High School, Iligan City	Guidance Coordinator III
9	Ivy S. Colis, RGC, RPm	F	Iligan City East National High School, Iligan City	Guidance Coordinator III
10	Beverly M. Daloyon, RGC	F	SDO-Lanao del Norte	Guidance Coordinator III/ SDO Focal person
11	Audrey A. Fabionar, RGC	F	SDO-Lanao del Norte	Guidance Coordinator III/ SDO Focal person
12	Amihan P. Abraham, RGC	F	Bukidnon National High School, Malaybalay City	Guidance Coordinator III
13	Angelina M. Tamala, RGC	F	Bangcud National High School, Malaybalay City	Guidance Coordinator II
14	Coleen Franchette Q. Lasta, RGC	F	Jimenez National Comprehensive High School, Mis. Occ	Guidance Counselor II
15	Jovelle Kristin G. Dajao, RGC	F	Aloran Central School, Mis. Occ	Guidance Coordinator II

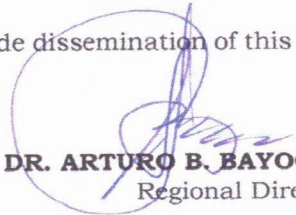


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16	Ainee R. Fuentes, RGC	F	Clarín National High School, Mis. Occ	Guidance Counselor I
17	Jasper F. Cañete, RGC	M	MOGCHS, Mis. Or.	Guidance Counselor III
18	Christ Mae S. Saculigan, RGC	F	Laguindingan NHS, Mis. Oriental	Guidance Counselor I
19	Lawrence T. Pastrano, RGC	M	SDO-Oroquieta City	Guidance Counselor II/ SDO Focal person
20	Fe Psychie N. Nival, RGC	F	MONHS, Oroquieta City	Guidance Counselor III
21	Meryl M. Hernandez, RGC	F	Pulot NHS, Ozamis City	Guidance Counselor II
22	Dani Lyne D. Homecillo, RGC	F	Ozamiz City National High School, Ozamis City	Guidance Counselor III
23	Doneca Goldwyn D. Balos, RGC	F	Ozamiz City School of Arts and Trades, Ozamis City	Guidance Counselor III
24	John Lyric D. Poligrates, RGC	M	SDO-Tangub City	Guidance Counselor II/ SDO Focal person
25	Arnold C. Montefalcon, RGC	M	SDO-Tangub City	Guidance Counselor II/ SDO Focal person

2. The program aims to
 - a. recognize risk factors and warning signs that may indicate a learners' need for mental health support;
 - b. demonstrate understanding of utilizing different techniques and tools to deliver counseling remotely and face-to-face; and
 - c. identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselor and counseling supervision in suicide prevention and mental health support.
3. The participants shall confirm their attendance via the online link: **bit.ly/CapBuildRGCs** on or before **October 4**.
4. The cost of board and lodging shall be charged against NEAP-PDD HRD funds while travel and other incidental expenses shall be charged to their local funds, subject to the usual accounting and auditing rules and regulations.
5. For the conduct of the aforementioned activities that will fall on weekends and holidays, the RO and/or SDOs shall provide Compensatory Time-Off (CTO) to the participants to compensate for the time rendered that is supposed to be for personal use and rest.
6. Attached is **Memorandum DM-OUHROD-2023-1307** for more details.
7. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
 Regional Director

To be indicated in the Perpetual Index
under the following subjects:

PROFESSIONAL DEVELOPMENT

GUIDANCE COUNSELORS

TRAINING

Re: Participants in the Capacity-Building Program for Guidance Counselors
HRDD/becky



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1301

REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
HUMAN RESOURCE DEVELOPMENT DIVISION CHIEFS
NEAP-R FOCAL PERSONS
ALL OTHERS CONCERNED

FROM : **GLORIA LUMAIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS**

DATE : September 15, 2023

1. Under RA 11713 *Excellence in Teacher Education Act*, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), is mandated to provide quality professional development programs to teachers, school leaders, and other teaching-related personnel.
2. Consistent also with the Department's MATATAG agenda which emphasizes commitment to promoting learners' well-being, inclusive education, and positive learning environment, and giving support to teachers to teach better, NEAP, in partnership with the Unilab Foundation, will conduct a capacity-building program for Registered Guidance Counselors (RGCs) to help them become effective gatekeepers in the school setting.
3. The program aims to:
 - a. Recognize risk factors and warning signs that may indicate a learner's need for mental health support.
 - b. Demonstrate understanding of utilizing different techniques and tools to deliver counseling remotely and face-to-face.
 - c. Identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselor and counseling supervision in suicide prevention and mental health support.
4. The capacity-building program will be attended by duly Registered Guidance Counselors (RGC) assigned in schools who are occupying Guidance Counselor Plantilla items and duly Registered Guidance Counselors (RGC) assigned to the Schools Division Offices (SDOs) and Regional Offices (ROs) who are serving as focal persons.

5. The details of the activities are as follows:

ACTIVITY	DATE	VENUE
Cluster 1	January 22-26, 2024	NEAP NCR, Marikina Address: #20 Cepeda St., Concepcion, Marikina City
Cluster 2	February 5-9, 2024	
Cluster 3	February 19-23, 2024	
Cluster 4	October 9-13, 2023	
Cluster 5	October 23-27, 2024	
Cluster 6	January 8-12, 2024	

6. The Regional Directors, through the HRDD Chief or NEAP R Focal Persons, are requested to submit an official list of participants using the template in *Enclosure 3* to neap.pdd@deped.gov.ph copy furnished fleura.lorenzo@deped.gov.ph and macecilia.ferraza@deped.gov.ph with subject line **(ENDORSEMENT) Region XX Participants of Capacity-Building Program for RGCs** on or before **September 29, 2023, Friday**.
7. For confirmation of attendance, all participants must register on this link: bit.ly/CapBuildRGCs on or before **October 4, 2023, Wednesday**.
8. The cost of board and lodging of the participants shall be charged against NEAP-PDD HRD funds while travel and other incidental expenses shall be charged to their respective local funds, subject to the usual accounting, budgeting, and auditing procedures.
9. Meals and accommodations are as follows:

MEALS	Day 0 (Mon)	Day 1 (Tues)	Day 2 (Wed)	Day 3 (Thurs)	Day 4 (Fri)
Breakfast		✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snacks	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

10. For the conduct of the aforementioned activities that will fall on weekends and holidays, the Regional Office and/or Schools Division Office is requested to provide Compensatory Time-Off (CTO) to the participants to compensate for time rendered that is supposed to be for personal use and rest.
11. All participants are required to bring their own laptop, laptop charger, and extension cord as completion of outputs will be accomplished in the venue. Please be reminded as well to bring maintenance medications if you have any.
12. Attached to this memorandum are the following:
- Enclosure 1: List of Participants
 - Enclosure 2: Program Matrix
 - Enclosure 3: Endorsement Letter Template

13. Should you have further questions or clarifications, please contact **Ms. Millie Jane Fudolig, RGC, Rpm**, or **Ms. Fleura Karina Lorenzo** of NEAP-PDD, at the phone number (02) 8715 9919 or via email at millie.fudolig@deped.gov.ph or fleura.lorenzo@deped.gov.ph.
14. Immediate dissemination of and appropriate action on this memorandum is desired.

[NEAP-PDD/Lorenzo]

Enclosure 1: List of Participants

PROGRAM MANAGEMENT TEAM			
NO.	NAME	POSITION	OFFICE
1.	Millie Jane T. Fudolig, <i>RGC, R_{Pm}</i>	SEPS	NEAP-PDD
2.	Ma. Cecilia S. Ferraz	PDO II	NEAP-PDD
3.	Fleura Karina C. Lorenzo	Technical Asst II	NEAP-PDD
4.	Jojet T. Gabriel	Admin Support II	NEAP-PDD
5.	QAD Representative		NEAP-QAD

DATE	ACTIVITY	REGION	NO. OF PARTICIPANTS	VENUE
October 9-13, 2023	CLUSTER 4	I	20	NEAP NCR, MARIKINA
		III	22	
		IV - A	20	
October 23-27, 2023	CLUSTER 5	II	20	
		IV - B	20	
		V	22	
January 8-12, 2024	CLUSTER 6	VI	22	
		VIII	15	
January 22-26, 2024	CLUSTER 1	VII	15	
		IX	16	
		XII	16	
		XIII	15	
February 5-9, 2024	CLUSTER 2	X	25	
		XI	22	
February 19-23, 2024	CLUSTER 3	NCR	25	
		CAR	22	

Enclosure 2: Program Matrix

**CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS
NEAP NCR, MARIKINA**

DAY 0 (MONDAY)	
Inclusive Time	Program
ARRIVAL OF PARTICIPANTS	
1:00 pm – 2:00 pm	Registration
2:00 pm – 3:00 pm	Opening Program • National Anthem • Ecumenical Prayer • DepEd QPS • Welcome Remarks • Introduction of Participants • Photo Documentation • Session Norms
3:00 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 4:00 pm	Program Overview
4:00 pm – 4:30 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 0	

DAY 1 (TUESDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 10:00 am	SESSION 1 Module 1: Basic Skills for All Personnel Lecture 1.1 Suicide and the School
10:00 am – 10:30 am	HEALTH BREAK
10:30 am – 12:00 pm	Continuation of Lecture 1.1 Suicide and the School
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:30 pm	SESSION 2 Lecture 1.2 How to RACE Against Suicide
2:30 pm – 3:00 pm	HEALTH BREAK
3:00 pm – 4:00 pm	Continuation of Lecture 1.2 How to RACE Against Suicide
4:00 pm – 4:30 pm	Case Simulation

4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 1	

DAY 2 (WEDNESDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 10:00 am	SESSION 3 Module 2: Advanced Skills Prevention for Counselors and Health Staff
10:00 am- 10:30 am	HEALTH BREAK
10:30 am- 12:00 pm	Continuation of Module 2
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 PM – 2:30 pm	SESSION 4 Lecture 2.2 Overview of Suicide Intervention Based on Severity
2:30 pm – 3:00 pm	HEALTH BREAK
3:00 pm – 4:30 pm	Continuation of Lecture 2.2 Overview of Suicide Intervention Based on Severity
4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 2	

DAY 3 (THURSDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 9:30 am	WORKSHOP 5 Basic Counseling
9:30 am – 10:00 am	WORKSHOP 6 Simulation and Feedback
10:00 am – 10:30 am	HEALTH BREAK
10:30 am – 11:00 am	Continuation of Workshop 6 Simulation and Feedback
11:00 am – 12:00 pm	WORKSHOP 7 Referral System
12:00 pm – 1:00 pm	LUNCH BREAK

1:00 pm – 1:30 pm	Continuation of Workshop 7 Referral System
1:30 pm – 2:30 pm	WORKSHOP 8 Professional Counseling Supervision
2:30 pm- 3:00 pm	WORKSHOP 9 Simulation of Counseling Skills on Counseling Supervision
3:00 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 4:30 pm	WORKSHOP 10 Self-Care and Action Plans
4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 3	

DAY 4 (FRIDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 10:00 am	Introduction of Program Development and Concepts; Steps on Program Development
10:00 am – 10:30 am	HEALTH BREAK
10:30 am – 12:00 pm	Presentation of Guidance Program and Feedback
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:00 pm	CLOSING PROGRAM
HOME SWEET HOME	