



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

23 SEPT 2025

DIVISION MEMORANDUM

No. 876 s. 2025

**PARTICIPATION TO THE CAREER GUIDANCE TRAINING (PHASE 4)
CUM CAPACITY BUILDING FOR CAREER ADVOCATES**

To: Asst. Schools Division Superintendent
Public Schools District Supervisor, West II
School Head, San Simon National High School
Rinette Mitz M. Vivares, Teacher I – San Simon NHS
Karl L. Olano, Teacher I – San Simon NHS

1. The Office of the Undersecretary for Operations (OUOPS) through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), in coordination with the Bureau of Curriculum Development (BCD) and National Educators' Academy of the Philippines (NEAP) will conduct the Career Guidance Training (Phase 4) cum Capacity Building for Career Advocates on **September 28 to October 4, 2025** (inclusive of travel time) at the **Axiaa Hotel, North Edsa, Quezon City**, National Capital Region.
2. This Office directs the above-mentioned teachers to participate in the said training.
3. All travel expenses of all participants shall be charged against local funds, Program Support Funds, School MOOOE, and any other available sources of funds, in accordance with existing accounting and auditing rules and regulations.
4. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
5. This Office directs immediate compliance to this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated

Reference: As stated

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

DM032-SGOD-YF-LLT / venue for regional
September 23, 2025



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2025-10-05054

TO : **Regional Directors**
Minister, Bangsamoro Autonomous Region in Muslim Mindanao
Regional and Division Youth Formation Coordinators
Regional and Division Edukasyon sa Pagpapakatao, GMRC
and Values Education Supervisors
NEAP-Regional Focal Persons
Schools Division Superintendents
School Heads
CGP Lead and Core Team Trainers
All Others Concerned

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

SUBJECT : **CONDUCT OF THE CAREER GUIDANCE TRAINING (PHASE 4)**
CUM CAPACITY BUILDING FOR CAREER ADVOCATES

DATE : August 12, 2025

Republic Act No. 11206, also known as the “Secondary School Career Guidance and Counseling Act,” aims to institutionalize comprehensive career guidance programs in secondary schools throughout the Philippines. Spearheaded by the Department of Education (DepEd), in collaboration with various partner agencies, this initiative seeks to equip learners with the necessary skills and knowledge to make informed decisions regarding their education and future careers—aligned with current labor market trends.

In line with this goal, three DepEd strands—Operations through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), Learning System through the Bureau of Curriculum Development (BCD), and Human Resource and Organizational Development through the National Educators’ Academy of the Philippines (NEAP)—have been actively conducting various training and capacity-building activities since 2023.

Among these initiatives is the School-Based Training of Career Advocates (SBTCA), which has been implemented in several regions since June. This activity forms part of DepEd’s commitment to the Asian Development Bank (ADB) under the Secondary Education Support Program (SESP). As part of this commitment, DepEd aims to ensure that by October 2025, at least 50% of secondary schools nationwide will have

two trained, certified, and designated Career Advocates (CAs)—ideally one male and one female per school.

To help achieve this target, the Office of the Undersecretary for Operations (OUOPS), in coordination with BCD and NEAP, will conduct the **Career Guidance Training (Phase 4) cum Capacity Building for Career Advocates**. This training is scheduled from **September 29 to October 3, 2025**, in the **National Capital Region (NCR)**.

With this, the OUOPS, through the BLSS-YFD, respectfully requests all Regional Offices to **nominate two plantilla teacher-participants** (one male and one female), in accordance with the distribution list provided below.

REGION	# of Secondary Schools (SY 2024-2025)	Target # of Schools for the SBTCA	Target # of Schools for Phase 4 (NSBTCA)
I	634	375	10
II	531	350	5
III	965	589	10
IV-A	898	525	10
IV-B	507	250	10
V	843	548	5
VI	579	300	10
NIR	565		10
VII	787	575	10
VIII	657	22	50
IX	528	295	10
X	682	375	10
XI	653	421	5
XII	670	375	10
CARAGA	512	225	15
BARMM	370		20
CAR	376	200	10
NCR	339	325	
TOTAL	11,096	5750	210

All Regional Focal Persons (RYFCs, NEAP-R, and ESSD) are requested to facilitate the identification and submission of the final official list of participants to BLSS-YFD via email at blss.yfd@deped.gov.ph on or before **Monday, September 15, 2025**. Identified teacher-participants are also required to pre-register through this link: <https://tinyurl.com/CGP-TrainingP4>.

Additionally, all CGP Lead Writers and Registered Guidance Counselors (RGCs) who are part of the Core Team Trainers (**Annex A**) are directed to attend as they will serve as Resource Persons (RPs) and trainers for the said national event. They are also requested to attend the briefing on **Monday, September 29, 2025, at 9:00 a.m.** at the training venue, prior to the commencement of the activity.

For reference, **Annex A** outlines the **CGP Trainers and Program Management Team**, while **Annex B** details the **CGP SBTCA Program of Activities**.

All travel expenses of all participants shall be charged against their respective office local funds, Program Support Funds, School MOOE, and any other available sources of funds, in accordance with existing accounting and auditing rules and regulations of the Department. The final venue of the said activity will be communicated directly to the participants via email or an advisory.

For further information, inquiries, or concerns regarding this event, please contact BLSS-YFD on the same email provided above and/or NEAP at neap.od@deped.gov.ph.

Immediate dissemination and compliance are highly appreciated.

YFD_CSC_CMP-08112025



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
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Effectivity	03.23.23	Page	3 of 7



Annex A.**CGP Lead Writers and Trainers**

CGP Lead Writers/Trainers			
NAME	DESIGNATION / POSITION	REGION & DIVISION	SCHOOL
Lorena Maria Castillo	Guidance Counselor	NCR Schools Division Office (SDO) of Quezon City	Lagro Senior 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	Master Teacher I	Region III SDO Pampanga	Betis National High School
Mariz P. Borgoñoz-Pales	Guidance Counselor	Region IV-A SDO Laguna	Liliw National High School
Melanie O. Mandin	Senior Education Program Specialist	Region XI SDO Davao del Norte	N/A

Core Team Trainers			
REGION	DIVISION	NAME	DESIGNATION / POSITION
I	Laoag City	Rosalie O. Lingaling	Guidance Coordinator III
I	San Carlos City	Sheridan S. Manamtam	Guidance Counselor III
II	Cagayan	Ma. Aleli M. Mabborang	Guidance Counselor III
II	Quirino	Maria Dolores M. Ibasco	Guidance Counselor III
III	San Jose City	Anna Marie A. Somera	Guidance Counselor III
III	Bulacan	Maria Niña M. Mariñas	Guidance Counselor
III	San Jose del Monte	Marion S. Arcenas *	Guidance Designate
IV-A	Rizal	Jean U. Basas	Guidance Counselor
IV-A	Quezon	Mitos Amadel S. Villamor	Guidance Counselor III
IV-A	Batangas City	Sheena Wella G. Arguelles	Guidance Coordinator III
IV-B	Calapan City	Efsael G. Marcelo	Guidance Counselor II
IV-B	Puerto Princesa City	Floyd A. Socrates	Guidance Counselor III
IV-B	Oriental Mindoro	Jo Anne N. Manjares	Guidance Counselor II
NCR	Caloocan	Angelo Kristoferson V. Angeles	Guidance Counselor I
NCR	Caloocan	Jocelyn D. Antipala	Guidance Counselor III
V	Camarines Sur	Antonio Caesar Valencia *	Guidance Counselor
V	Camarines Norte	Ivy Denice M. Abogado	Guidance Counselor I

V	Camarines Sur	Mary Porteria H. Ancheta	Guidance Counselor II
V	Camarines Sur	Melvin R. Silos	Guidance Counselor II
V	Camarines Sur	Ramonicka G. Capistrano	Guidance Counselor II
V	Camarines Sur	Rhodalyn P. Asido	Guidance Counselor II
VI	Negros Occidental	Marylou B. Saban	Guidance Coordinator III
VII	Lapu-Lapu City	Junides O. Aro	Guidance Counselor II
VII	Talisay City	Niña Erica U. Omayao	Guidance Counselor II
VIII	Tacloban City	Mary Jean Hidalgo	Guidance Counselor III
Core Team Trainers			
REGION	DIVISION	NAME	DESIGNATION/ POSITION
X	Lanao Del Norte	Beverly M. Daloyon	Guidance Coordinator III
X	Misamis Occidental	Coleen Franchette Q. Lasta	Guidance Counselor II
X	Iligan City	Joan B. Cañeda	Guidance Coordinator III
XI	Davao del Norte	Urbano Q. Jumamil, Jr.	Guidance Designate
XII	Kidapawan City	Lucita Sunshine G. Balucos	Guidance Counselor II
XII	Tacurong	Quirico M. Batilaran, Jr.	Guidance Counselor II
XIII	Agusan Del Sur	Maribel B. Salvadico	Guidance Counselor II

Annex B.

Program of Activities

CAREER GUIDANCE PROGRAM TRAINING (Phase 4) SCHOOL-BASED TRAINING OF CAREER ADVOCATES

DAY 1 (Monday)		
Inclusive Time	Minutes	Program
8:00 a.m. – 12:00 p.m.		Arrival and Registration
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:00 p.m.	60 min	Opening Program • National Anthem • Ecumenical Prayer • DepEd QPS • Welcome Remarks/ Message • Introduction of Participants • Photo Documentation • Pre-Test
2:00 p.m. – 3:00 p.m.	60 min	Plenary 1: YFD CGP Introduction
3:00 p.m. – 3:15 p.m.	15 min	Health Break
3:15 p.m. – 4:30 p.m.	75 min	Plenary 2: Overview of Career Guidance Program
4:30 p.m. – 5:00 p.m.	30 min	Pre-test/ End of the day evaluation / Writing Activity / Reflection / Other Reminders

DAY 2 (Tuesday)		
Inclusive Time	Mins	Program
8:00 a.m. – 8:20 a.m.	30 min	Management of Learning
8:30 a.m. – 10:00 a.m.	90 min	M1S1: Guidance: Principles, Goals and other-related Concepts
10:00 a.m. – 10:15 a.m.	15 min	Health Break
10:15 a.m. – 12:00 p.m.	105 min	M1S2: Guidance Service and Clientele
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:15 p.m.	75 min	M1S3: The History of Career Guidance
2:15 p.m. – 3:00 p.m.	45 min	M1S4: Career Education in the Context of Guidance
3:00 p.m. – 3:15 p.m.	15 min	Health Break
3:15 p.m. – 3:45 p.m.	30 min	M1S4: Career Education in the Context of Guidance
3:45 p.m. – 4:45 p.m.	60 min	M1S5: Theories for Career Choice and Development
4:45 p.m. – 5:00 p.m.	15 min	End of the day evaluation / Writing Activity / Reflection / other reminders

DAY 3 (Wednesday)		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M2S6: Legal Bases of Career Guidance in the Philippines
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 p.m.	105 min	M2S7: The Career Advocate
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:30 p.m.	90 min	M2S8: Linkage Development
2:30 p.m. – 3:00 p.m.	30 min	M3S9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System
3:00 p.m. – 3:30 p.m.	30 min	Health Break
3:30 p.m. – 4:20 p.m.	50 min	M3S9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System

4:20 p.m. – 5:00 p.m.	40 min	End of the day evaluation / Writing Activity / Reflection / other reminders
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DAY 4 (Thursday)		
Inclusive Time	Mins	Program
8:00 a.m. – 8:30 a.m.	30 min	Management of Learning
8:30 a.m. – 10:00 a.m.	90 min	M3S10: Guidance Service as Delivery System
10:00 a.m. – 10:15 a.m.	15 min	Health Break
10:15 a.m. – 12:00 p.m.	105 min	M3S10: Guidance Service as Delivery System (continuation)
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 3:00 p.m.	120 min	M3S11: Co-curricular Activities as Delivery System
3:00 p.m. – 3:15 p.m.	15 min	Health Break
3:15 p.m. – 4:30 p.m.	75 min	M3S12: DO No. 30 s. 2017 (Guidelines for Work Immersion) and DO No. 39 s. 2018 (Clarification and Additional Information to DO No. 30 s. 2017)
4:30 p.m. – 5:00 p.m.	30 min	End of the day evaluation/clearing house / other reminders

DAY 5 (Friday)		
Inclusive Time	Mins	Program
8:00 a.m. – 8:30 a.m.	30 min	Management of Learning
8:30 a.m. – 10:00 a.m.	90 min	WAP Orientation
10:00 a.m. – 10:15 a.m.	15 min	Health Break
10:15 a.m. – 12:00 p.m.	105 min	Post Test Closing Program End of the day evaluation/clearing house / other reminders
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
HOME SWEET HOME		



Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

Office of the Director

ADVISORY

September 16, 2025

This Advisory serves as a supplementary communication to the previously issued directive concerning the Career Guidance Training (Phase 4) cum Capacity Building for Career Advocates, scheduled from **September 29 to October 3, 2025**, at the **Axiaa Hotel, North Edsa, Quezon City, National Capital Region (NCR)**.

As such, the following key information and concerns should be taken into consideration, to wit:

1. Selection of Participants

Each region/division is requested to nominate **two (2) plantilla teacher-participants—ideally one male and one female**—as reflected in the distribution list below. Selected nominees **must not have previously undergone** any CGP-SBTCA training and must come from schools that have not yet participated in the SBTCA rollout. This ensures the equitable rollout of the program nationwide.

REGION	# of Secondary Schools (SY 2024-2025)	Target # of Schools for the SBTCA	Target # of Schools for Phase 4 (NSBTCA)
I	634	375	10
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XII	670	375	10
CARAGA	512	225	15
BARM	370		20
CAR	376	200	10
NCR	339	325	
TOTAL	11,096	5750	210

2. Issuance of Certificates

Regions that have completed the required training and assessment, and are currently processing certificate issuance for those who passed, are advised to use the official certificate template, accessible via this link: <https://tinyurl.com/CoRCareerAdvocate>.



Room 305, 3F Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City
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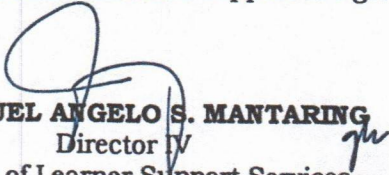
3. Additional Trainers/Resource Persons

Moreover, to ensure that the event adheres to the required protocol on effective delivery of the modules, the following **additional Trainers/Resource Persons** are hereby directed to attend.

REGION	DIVISION	NAME	DESIGNATION/ POSITION
NIR	Bacolod City	Ruby Rose Andrada	Guidance Counselor III
R11	Tagum City	Melecare M. Carrillo	Guidance Counselor III
R6	Iloilo City	Shareal Joy L. Camacho	Guidance Counselor
R1	Laoag City	Therese Angeline F. Co	Guidance Coordinator III
R1	Pangasinan II	Annabella G. Dingwasen	Guidance Counselor III
R2	Isabela	Ma. Kathleen Kaye A. Haban	Guidance Counselor III
R2	Cauayan City	Gaius Julius L. Bete	Guidance Counselor III
R2	Santiago City	Angelica Besa	Guidance Counselor III
CARAGA	Butuan City	Nancy N. Caballero	Guidance Counselor II
R12	Koronadal City	Marilyn C. Bagasbas	Guidance Counselor II
R5	Camarines Norte	Leusin Q. Alvarez	Education Program Specialist II
R5	Camarines Norte	Rhoderick M. Barretto	School Principal
R7	Cebu	Charles Matthew Japitan	Guidance Counselor II
CAR	Benguet	Rolando F. Malafu	Guidance Counselor II
R3	Gapan City	Ma. Concepcion M. De Rueda	Guidance Coordinator III
R4A	Quezon	Vigiline A. De Vera	Guidance Counselor III
R4A	Lucena	Sarah Catrina D. Portes	Guidance Counselor II
R4A	San Pablo	April Joy Cruz	Guidance Counselor III
R4A	Dasmarinas	Cesar Chester O. Relleve	Education Program Supervisor
R4A	Cavite Province	Earl Sanderson G. Tibayan	Registered Guidance Counselor

For any inquiries or further clarification, please contact **BLSS-YFD** at blss/lfd@deped.gov.ph or reach out directly to **NEAP** at neap.od@deped.gov.ph.

Your prompt dissemination of this Memorandum and continued support are greatly appreciated.


DR. MIGUEL ANGELO S. MANTARING
Director IV
Bureau of Learner Support Services