



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024- 001

To : CID Chief
DiCNHS Principal
Division and School Guidance Coordinators

Subject : **PARTICIPANTS OF CAPACITY BUILDING PROGRAM FOR GUIDANCE COUNSELORS**

Date : January 3, 2024

Relative to Regional Memorandum HRDD-2023-256, dated September 28, 2023, and in pursuance to RA 11713 that mandates to provide quality professional development program to teachers, school leaders, and other teaching-related personnel, which is aligned with the MATATAG Agenda, the National Educators Academy of the Philippines (NEAP), in collaboration with Unilab Foundation, will conduct a **"CAPACITY BUILDING PROGRAM FOR REGISTERED GUIDANCE COUNSELORS"** on February 5 – 9, 2024 at NEAP NCR, #20 Cepeda Street, Concepcion, Marikina City.

Division participants for the above-mentioned activity are the following:

Names	Schools/Office
Rofelia T. de Mesa	SDO - CID
Chona A. Lasib	DiCNHS

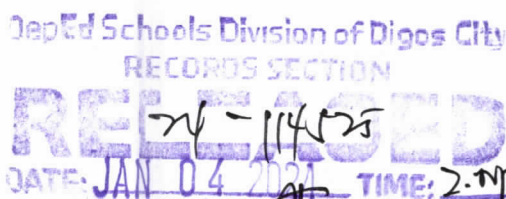
The participants' cost of board and lodging shall be charged against NEAP-PDD HRD funds while travel and other incidental expenses shall be charged to local funds, subject to the usual accounting, and auditing rules and procedures. See enclosure for your reference.

For more information, participants may email through millie.fudolig@deped.gov.ph or fleura.lorenzo@deped.gov.ph.

For immediate dissemination and strict compliance.

For and in the absence of the SDS:

BASILIO P. MANA-AY, JR. CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge



Enclosed: As stated,
CID/rdm



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
HRDD-2023-256

To : Assistant Regional Director
Schools Division Superintendents

Subject: CAPACITY BUILDING PROGRAM FOR GUIDANCE
COUNSELORS

Date : September 28, 2023

The Department of Education through the National Educators Academy of the Philippines (NEAP) in pursuant to RA 11713 is mandated to provide quality professional development programs to teachers, school leaders, and other teaching-related personnel which is align with the MATATAG Agenda. In this connection, the National Educators Academy of the Philippines (NEAP) in collaboration with Unilab Foundation will conduct a **"CAPACITY BUILDING PROGRAM FOR REGISTERED GUIDANCE COUNSELORS"** on February 5-9, 2024 at NEAP NCR, #20 Cepeda Street, Concepcion, Marikina City.

Furthermore, the participants of the activity are the duly Registered Guidance Counselor assigned in schools who are occupying Guidance Counselor Plantilla items and duly Registered Guidance Counselor assigned to the Schools Division Offices (SDOs) and Regional Offices (ROs) serving as focal persons. The participants may register their attendance on or before October 4, 2023 through bit.ly/CapBuildRGCs. The list of participants, and other details and information are found in the enclosures.

For more information, email millie.fudolig@deped.gov.ph or fleura.lorenzo@dcped.gov.ph.

Immediate dissemination and strict compliance of this Memorandum is directed.

By the Authority of the Regional Director


ALLAN G. FARNAZO
Director IV *AF*


REBONFAIVIL R. BAGUIO
Director III 29 SEP 2023

Enclosed: As Stated.

ROH3/glv



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

DEPARTMENT OF EDUCATION ROXI
RECORDING SECTION

RELEASED

ISO 9001:2015 - Certified

Date: 10.1.23 Time: 3:41:52



Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

Enclosure A

List of Participants

No.	Name	Sex	SDO/ School	Position
1.	Leonides Jimmy T. Jesuro, III, RGC	M	RO XI	AO V/HRMO III
2.	Eliza M. Suarez	F	F. Bangoy NHS	Guidance Counselor II
3.	Shicla Mae G. Estabaya	F	Davao City Special NHS	Guidance Counselor II
4.	Lera Jo G. Gamutan	F	Davao City NHS	Guidance Counselor II
5.	Leslie G. Fanugao	F	Crossing Bayabas NHS	Guidance Counselor II
6.	Flora May C. Villanueva	F	Nabunturan National Comprehensive HS	Guidance Counselor II
7.	Necasia L. Carcueva	F	Atty. Orlando S. Rimando NHS	Guidance Counselor II
8.	Marivic O. Aba-a	F	New Corella NHS	Guidance Counselor III
9.	Youngsil D. Capoy	F	Kapalong NHS	Guidance Counselor III
10.	Urbano Q. Jumamil Jr.	M	Sta Fe. NHS	Head Teacher I
11.	Annalou L. Tampipi	F	Hagonoy NHS	Guidance Counselor III
12.	Rofelia T. De Mesa	F	Digos City Division Office	Guidance Coordinator II
13.	Chona A. Lasib	F	DiCNHS	Guidance Coordinator III
14.	Aileen M. Veras	F	Samal NHS	Guidance Counselor II
15.	Jocelyn T. Olandria	F	City of Mati	Guidance Counselor III
16.	Juliet D. Raganas	F	Panabo City Division	Guidance Coordinator
17.	Sharon Rose O. Cuizon	F	Panabo City Division/ A.O. Florendo NHS	Guidance Counselor III
18.	Nenita L. Carredo	F	Panabo City Division/ Panabo City NHS	Guidance Counselor III
19.	Melecara M. Carillo, RGC	F	Tagum National Trade School	Guidance Counselor III



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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

20.	Ivan H. Lupiba, RGC	M	Tagum City National High School	Guidance Counselor III
21.	Mary Joy J. Doctolero, RGC	F	Tagum City National Comprehensive High School	Guidance Counselor III
22.	Marjoreth B. Principe	F	Cateel National Agricultural High School	Guidance Counselor I



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Sept. 22, 2023

Glen Villonez <glen.villonez001@deped.gov.ph>

8:41

Fwd: CAPACITY BUILDING PROGRAM FOR GUIDANCE COUNSELORS

2 messages

NELMA LYN BARNIJA <nelmalyn.barnija@deped.gov.ph>
 To: glen.villonez001@deped.gov.ph

Thu, Sep 28, 2023 at 8:24 AM

----- Forwarded message -----

From: **NELMA LYN BARNIJA** <nelmalyn.barnija@deped.gov.ph>
 Date: Fri, 22 Sept 2023, 11:08 pm
 Subject: Re: CAPACITY BUILDING PROGRAM FOR GUIDANCE COUNSELORS
 To: Professional Development Division <neap.pdd@deped.gov.ph>

Thanks for this.

On Fri, 22 Sept 2023, 2:03 pm Professional Development Division, <neap.pdd@deped.gov.ph> wrote:
 Good Day from the National Educators Academy of the Philippines!

Please take note of the correction that was made on page 2 of the attachment of MEMORANDUM DM-OUHROD-2023-1307 on the Capacity-Building Program for Guidance Counselors.

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, 2023	
Cluster 6	January 8-12, 2024	

In this regard, please find the attached revised memo for your reference and guidance. Thank you and GOD bless.

Respectfully,

On Thu, Sep 21, 2023 at 3:48 PM Professional Development Division <neap.pdd@deped.gov.ph> wrote:

1. Pursuant to RA 11713 *Excellence in Teacher Education Act of 2021*, 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 promote learners' well-being, inclusive education, and positive learning environment, and give support to teachers to teach better, NEAP in partnership with Unilab Foundation, will conduct a capacity building program for Registered Guidance Counselors (RGCs) to help them become an effective gatekeeper in the school setting.
3. The program aims to:
 - a. Recognize risk factors and warning signs that may indicate a learners' need for mental health support.
 - b. Demonstrate understanding on 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 Counselor (RGC) assigned in schools who are occupying Guidance Counselor Plantilla items and duly Registered Guidance Counselor (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, 2023	
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 flaura.lorenzo@deped.gov.ph and macecilia.ferraz@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.



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

✓ 8:41
22 SEP 2023

MEMORANDUM
DM-OUHROD-2023-1301

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

FROM :  **GLORIA L. 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 Unilag 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 leura.lorenzo@deped.gov.ph and macecilia.ferraz@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 (Tue)	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, RPh**, 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, RGC, Rpm	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

Room 102, Rizal Building, DepEd Complex, Marikina Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366548
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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

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

DAY 2 (WEDNESDAY)

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

DAY 3 (THURSDAY)

Room 102, Hotel Building, United Complex, Marikina Ave., Pasig City 1800
Telephone Nos.: (+632) 8633770, (+632) 8633494, (+632) 8636549
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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	

Enclosure 3: Endorsement Letter Template

<Regional Office Header>

<Month> <day>, 2023

JENNIFER E. LOPEZ

Director III

Officer-in-Charge, Office of the Director IV

National Educators Academy of the Philippines – Central Office

Dear Dir. Lopez:

Respectfully submitting the list of participants to attend the Capacity-Building Program for Guidance Counselors:

No.	Name	Sex	RO/SDO/ School	Position	DepEd Email
1					
2					
3					
4					
5					

Thank you very much!

Sincerely yours,

<Full Name of Regional Director>

<Position>