



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2024- 749

To : Elizabetha Bueron
Principal IV - Digos City National High School

Attention: Mae Laarni L. Torres
Guidance Counselor III-DiCNHS

Subject : **TRAINING OF TRAINERS FOR GUIDANCE DESIGNATES PHASES 1 AND 2 SOURCE OF FUNDS**

Date : August 20, 2024

This has reference to the Regional Memorandum HRDD-2024-200 dated August 13, 2024, re: Training of Trainers for Guidance Designates- Phases 1 and 2 which will be scheduled on November 18-22, 2024, and December 2-6, 2024, respectively which venues shall be announced later.

In line with this, Registered Guidance Counselor Mae Laarni L. Torres of Digos City National High School is hereby directed to attend.

Savings generated after the processing of travel expenses of the participants for the activity may be used for other reimbursement of travel expenses relative to other activities conducted by NEAP Central Office. On the other hand, if there will be shortage of funds, the amount to cover the deficit be charged against local funds subject to the usual accounting and auditing rules and regulations.

Details of the activity are in the enclosures.

Immediate dissemination of this Memorandum to the concerned is desired.

MELANIE P. ESTACIO, Ph.D, CESO VI

DIGOS Schools Division Superintendent

DepEd Schools Division Office - Digos
RECORDS SECTION

RELEASED
DATE: AUG 22 2024 TIME: 1:00 PM

BY: _____

Enclosed: As Stated

CID/rdm



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Republic of the Philippines
Department of Education
DAVAO REGION

SCHOOLS DIVISION OF Digos City

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DATE: 19 AUG 2024

TIME: 1:41

BY:

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2024-200

To : Assistant Regional Director
Schools Division Superintendents of Davao City, Davao del Sur,
Digos City and Tagum City

Subject: TRAINING OF TRAINERS FOR GUIDANCE DESIGNATES PHASES
1 AND 2 SOURCE OF FUNDS

Date : August 13, 2024

This has reference to DM-OUHROD-2024-1490 dated August 6, 2024, be informed on the conduct of Training of Trainers for Guidance Designates-Phases 1 and 2 which will be scheduled on November 18-22, 2024 and December 2-6, 2024, respectively with venues that are yet to be announced. The source of fund, list of participants, and other relevant details are found in the enclosure.

The 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 other activities conducted by NEAP Central Office. On the other hand, should there be any shortage of funds, it is requested that the amount to cover the deficit be charged against local funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV

Enclosed: As Stated.

ROH3/glv

DEPARTMENT OF EDUCATION - RO

RECORDS SECTION

RELEASED

By:

Date: 8.19.24

Time:

1:41



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

LIST OF PARTICIPANTS

No.	Name	Position	SDO
1.	Carillo, Melecare M.	GC III	Tagum City
2.	Cutin, Tresita T.	GC III	Davao City
3.	Español, Sheila T.	GC II	Davao City
4.	Orosio, Junliet O.	GC III	Davao City
5.	Paclibar, Maribel P.	GC II	Davao City
6.	Zapico, Jorge Jr.	GC II	Davao City
7.	Flores, Marilou B.	GC III	Davao City
8.	Adlawan, Jazenn Jane C.	GC II	Davao City
9.	Amodia, Michelle H.	GC II	Davao City
10.	Caminade, Ma. Lourdes B.	GC II	Davao City
11.	Efondo, Virginia P.	GC III	Davao City
12.	Misterio, Nelyn H.	GC II	Davao City
13.	Tampipi, Annalou L.	GC III	Davao del Sur
14.	Torres, Mae Laarni C.	GC III	Digos City
15.	Abastillas, Gladys L.	GC II	Tagum City
16.	Balaguer, Reynz Edda C.	GC II	Tagum City
17.	Genovia, Shirley C.	GC III	Tagum City
18.	Pintac, Carmencita T.	GC II	Tagum City
19.	Santos, Eversweet R.	GC III	Tagum City
20.	Lupiba, Ivan H.	GC III	Tagum City

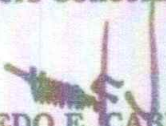


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-1490

TO : Regional Directors
Schools Division Superintendents
HRDD Chiefs/NEAP R Focal Persons
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource
and Organizational Development, and Administration

SUBJECT : DOWNLOADING OF FUNDS FOR THE TRAVEL EXPENSES OF
PARTICIPANTS FOR THE TRAINING OF TRAINERS FOR
GUIDANCE DESIGNATES - PHASES 1 AND 2

DATE : 06 August 2024

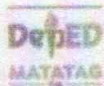
1. With the aim of addressing the shortage of registered guidance counselors in schools, a **Specialized Training Program for Guidance Designates** has been designed and developed to capacitate and empower them to successfully perform their crucial duties and responsibilities contributing to the overall well-being of learners.
2. To jumpstart the implementation of the specialized training program, the National Educators Academy of the Philippines (NEAP) Professional Development Division will conduct the **Training of Trainers for Guidance Designates Phase 1 and Phase 2** on **18-22 November 2024** and **02-06 December 2024**, respectively. The exact venues of the activities will be announced through a separate advisory.
3. In preparation for this, NEAP Central Office shall download Human Resource Development Funds amounting to **Php 2,960,000.00** to the Regional Offices (ROs) to cover the travel expenses of the participants, to be distributed based on the *Allocation List* per RO (**Enclosure 1**). The ROs are requested to submit a *Certificate of Concurrence* (**Enclosure 2**) **not later than 16 August 2024**, to signify their agreement to accept the fund.
4. Upon receipt of the Sub-Allotment Release Order, the RO HRDD Chiefs/NEAP R Focal Persons shall do the following:
 - a. Coordinate with the Budget/Planning Officer for the proper updating in the Program Management Information System (PMIS) reflecting the amount of fund received;
 - b. Encode the corresponding activity and its purpose in the PMIS;

- c. Facilitate the further downloading of funds for the participants from the Schools Division Offices (SDOs) under their respective jurisdictions, once the final list of participants is received from NEAP Central Office; and
 - d. Submit a copy of the final list of participants to the SDOs for their reference in processing the travel expenses of their participants
5. The 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 other activities conducted by NEAP Central Office. On the other hand, should there be any shortage of funds, it is requested that the amount to cover the deficit be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Should you have questions and concerns, please coordinate with **Mr. Eric Sarmiento**, NEAP Administrative Officer V, through email eric.sarmiento003@deped.gov.ph / neap.od@deped.gov.ph or landline (02) 8638-8638.
7. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – Allocation List per Regional Office
 Enclosure 2 – Certificate of Concurrence

[NEAP-PDD/Lorenzo]



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Effectivity	03.23.2023	Page	2 of 2



Enclosure 1: Allocation List per Regional Office

No	Region	Total Participants (Phase 1 & 2)	Total Budget for Travel Expense
1	CAR	20	80,000.00
2	NCR	20	50,000.00
3	Region 1	20	70,000.00
4	Region 2	20	100,000.00
5	Region 3	20	70,000.00
6	Region 4A	20	70,000.00
7	Region 4B	20	200,000.00
8	Region 5	20	200,000.00
9	Region 6	20	240,000.00
10	Region 7	20	240,000.00
11	Region 8	20	240,000.00
12	Region 9	20	280,000.00
13	Region 10	20	280,000.00
14	Region 11	20	280,000.00
15	Region 12	20	280,000.00
16	Region 13	20	280,000.00
TOTAL			2,960,000.00

Enclosure 2: Certificate of Concurrence

CERTIFICATION

This is to certify concurrence to receive the planned downloaded funds in the amount of _____ (Php xxx) for the implementation/ conduct of the Training of Trainers – Phases 1 and 2 for Guidance Designates.

The said funds shall be used in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.

Regional Director/
School Division Superintendent



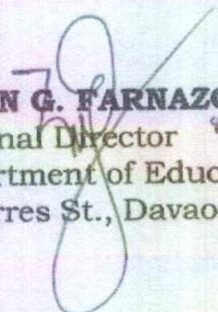
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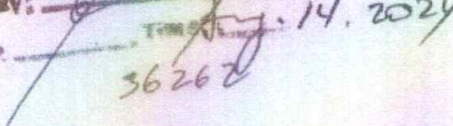
CERTIFICATION

This is to certify concurrence to receive the planned downloaded funds in the amount of **Two Hundred Eighty Thousand Pesos (Php 280,000.00)** for the implementation/conduct of the Training of Trainers- Phases 1 and Phase 2 for Guidance Designates.

The said funds shall be used in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.


ALLAN G. FARNAZO
Regional Director
Department of Education – Region XI
F. Torres St., Davao City

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

By: 
Date:  7.14.2024
36262



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