



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

December 20, 2023

**REGIONAL MEMORANDUM**

No. **1409** s. 2023

**CAREER GUIDANCE PROGRAM TRAINING NEEDS ANALYSIS FOR  
 PUBLIC SECONDARY SCHOOL CLASS ADVISERS**

To: Schools Division Superintendents  
 All Others Concerned

- Attached is a Memorandum from Dr. Dexter A. Galban, Assistant Secretary for Operations, Bureau of Learner Support Services (BLSS) requiring all secondary school class advisers to answer the Training Needs Analysis (TNA) for the Career Guidance Program (CGP) through the link <https://tinyurl.com/TNAforCGP>.
- The results of the survey will be the bases for future CGP initiatives of the Department.
- All Schools Division Superintendents should ensure that all Secondary School Principals in their respective area of responsibility shall assist the above-mentioned respondents to ensure 100% participation and safeguard the validity of the said TNA.
- Immediate dissemination of and compliance with this Memorandum are desired.

**EVELYN R. FETALVERO, CESO IV**  
 Regional Director

Enclosures: As stated

References: As stated

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

CGP                      TNA

ESSD-SPPS-EAD





Republic of the Philippines  
**Department of Education**

**OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS**  
**BUREAU OF LEARNER SUPPORT SERVICES**  
 School Health Division | School Sports Division | Youth Formation Division

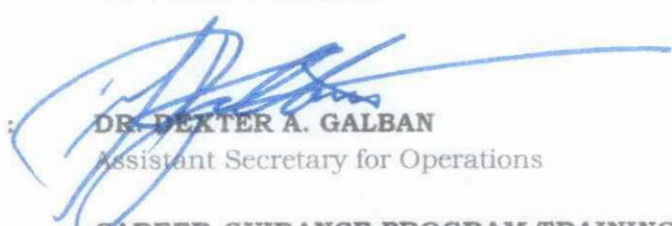
OFFICE OF THE DIRECTOR IV  
 Date and Time Received: 14 DEC 2023 2:00  
 Date and Time Released: 14 DEC 2023  
 Signature: [Signature]

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OM-OASOPS-2023-01

**MEMORANDUM**

**TO :** Minister, Basic, Higher, and Technical Education, BARMM  
 Regional Directors  
 Schools Division Superintendents  
 Public Secondary School Principals  
 All Others Concerned

**FROM :**   
 DR. DEXTER A. GALBAN  
 Assistant Secretary for Operations

**SUBJECT :** CAREER GUIDANCE PROGRAM TRAINING NEEDS  
 ANALYSIS FOR PUBLIC SECONDARY SCHOOL  
 CLASS ADVISERS

**DATE :** 30 November 2023

In line with the ongoing efforts for the Career Guidance Program (CGP), the Office of the Assistant Secretary for Operations (OASOPS), through the Bureau of Learner Support Services–Youth Formation Division, *transitioning to BLSS-Learner Formation Division* will conduct a Training Needs Analysis (TNA) for all secondary school class advisers nationwide regarding the said program.

This is to gather the needed data and statistics on the experiences and training needs of the designated career advocates in schools. Thus, the results will serve as one of the bases for future CGP initiatives of the Department.

In line with this, the OASOPS hereby requests all **secondary school class advisers** to answer the survey through this link <https://tinyurl.com/TNAforCGP> on or **before January 10, 2024**. All secondary school principals are directed to assist the above-mentioned respondents to ensure their 100% participation and safeguard the validity of the said TNA.

For inquiries and concerns, please contact **Mr. Rovin James F. Canja**, Project Development Officer IV, Officer-in-Charge of the BLSS-LFD at email [biss.lfd@deped.gov.ph](mailto:biss.lfd@deped.gov.ph).

For wide dissemination and immediate action

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