



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

April 29, 2024

**OFFICE MEMORANDUM**

ESSD-2024- 232

**INVITATION TO ATTEND THE NATIONAL ORIENTATION ON THE  
NATIONAL TRAINING OR TRAINERS AND REGIONAL  
MANAGEMENT TEAM PLANNING**

To: Education Support Services Division  
Curriculum and Learning Management Division  
Human Resource Development Division  
Policy Planning and Research Division  
Finance Division  
All Others Concerned

- Attached is Memorandum DM-OUOPS-2024-11-02604 titled Invitation to attend the National Orientation on the National Training of Trainers and Regional Management Team Planning for the Career Guidance Program on May 14-17, 2024 at the National Capital Region (NCR).
- The regional participants to this activity are identified below:

No	Name	Designation
1	Eden A. Dadap	Regional Youth Formation Coordinator
2	Dr. Amenia Aspa	Edukasyon sa Pagpapakatao Supervisor
3	Mark Lito Gallano	Regional Planning Officer
4	Gary Jay N. Calipayan	Budget Officer
5	Dr. Dina S. Superable	HRDD Supervisor

- All travel and other related expenses incurred relative to this activity shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of and compliance with this Memorandum are desired.

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



ESSD-SPPS-EAD



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: region8.deped.gov.ph



Republika ng Pilipinas  
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

DEPARTMENT OF EDUCATION  
RECEIVED  
RECORD SECTION - REGIONAL OFFICE OF DIVISION  
APR 17 2024  
T#: 4156 12:00 am

MEMORANDUM

DM-OUOPS-2024-11-02604

OFFICE OF THE DIRECTOR IV  
Date and Time Received: APR 17 2024 11:19  
Signature: [Signature]  
Date and Time Released: APR 17 2024  
Signature: [Signature]

TO : **Regional Directors**  
**Regional Youth Formation Coordinators**  
**Regional Edukasyon sa Pagpapakatao Supervisors**  
**Regional Planning Officers**  
**Regional Budget Officers**  
**Regional National Educators Academy of the Philippines**  
**(NEAP)-HRTD Supervisors**  
**All Others Concerned**

FROM : **ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

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

SUBJECT : **INVITATION TO ATTEND THE NATIONAL ORIENTATION ON THE NATIONAL TRAINING OF TRAINERS AND REGIONAL MANAGEMENT TEAM PLANNING**

DATE : April 01, 2024

The Operations Strand, through the Bureau of Learner Support Services–Youth Formation Division (BLSS–YFD), in cooperation with Curriculum and Teaching Strand, through the Bureau of Curriculum Development (BCD), and the National Educators Academy of the Philippines (NEAP), will conduct the **Orientation on the National Training of Trainers and Regional Management Team Planning** on **May 14-17, 2024**, in the **National Capital Region (NCR)**.

This activity aims to employ knowledge and skills to regional implementers and focal persons of CGP; provide a structure that classifies focal units, defining authorities, responsibilities, and accountabilities; and provide a foundation for the creation, revision, and finalization of CGP plans, programs, projects, and activities.

Specifically, it aims to:

1. orient participants on CGP activities particularly on the Career Advocates Certification and roll out of trainings in the field;
2. capacitate program focal persons and implementers of CGP; and

BLSS-YFD-2024-03-060



Room 101, Rizal Building, Deptd Complex, Meralco Avenue, Pasig City 1600  
 Telephone Nos.: (02) 8633-5313; (02) 8631-8492  
 Email Address: oure@deped.gov.ph | Website: www.deped.gov.ph

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4/16/24

3. develop and finalize CGP comprehensive implementation plan of the regional training and certification roll out.

In light of this, the BLSS-YFD would like to respectfully request **all the regional offices** to allow the following to participate in this event, to wit:

- **One (1) Regional Youth Formation Coordinator**
- **One (1) Regional *Edukasyon sa Pagpapakatao* Supervisor**
- **One (1) Regional Planning Officer**
- **One (1) Regional Budget Officer**
- **One (1) Regional NEAP-HRTD Supervisor**

Furthermore, all regional representatives are requested to prepare and bring the following data during the activity proper:

1. Number of Secondary Schools per Division
2. Approved Work and Financial Plan (WFP)
3. Approved Regional and Division Calendar of Activities

To confirm attendance, the participants may register through this link <https://tinyurl.com/CGP-RMTPlanning-Registration> or **before April 12, 2024, Friday**. For reference, the Indicative Program of Activities is attached in **Annex B**.

All travel and other related expenses incurred shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For more information, questions, or concerns on the above-mentioned subject, kindly contact **Mr. Rovin James F. Canja**, of BLSS-YFD through email at [blss.lfd@deped.gov.ph](mailto:blss.lfd@deped.gov.ph).

For your favorable response and appropriate action.

**Annex B.**

**Indicative Program of Activities**

**ORIENTATION ON THE NATIONAL TRAINING OF TRAINERS AND  
REGIONAL MANAGEMENT TEAM PLANNING**  
May 14-17, 2024 | National Capital Region (NCR)

TIME	May 14, 2024	May 15, 2024	May 16, 2024	May 17, 2024
8:00 a.m. – 8:30 a.m.	Arrival of Participants	MOL	MOL	MOL
8:30 a.m. – 9:30 a.m.		Orientation on the Career Guidance Program Career Advocates Certification	Continuation of Workshop proper	Presentation/ Critiquing of Outputs
9:30 a.m. – 10:30 a.m.		Focus Group Discussion		Submission of Outputs
		Workshop: Creation of CGP Comprehensive Implementation Plan of the Regional Training and Career Advocates Certification roll out		Closing program
10:30a.m. – 10:45 a.m.		HEALTH BREAK		
10:45a.m. – 12:00nn		Continuation of Workshop proper	Continuation of Workshop proper	
12:00nn – 1:00 p.m.	LUNCH BREAK			
1:00 p.m. – 2:30 p.m.	Preliminaries	Continuation of Workshop proper	Presentation/ Critiquing of Outputs	
2:30 p.m. – 3:30 p.m.	Overview of the Career Guidance Program			
3:30 p.m. – 5:00 p.m.				

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