



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

May 27, 2024

REGIONAL MEMORANDUM
 No. **609** s. 2024

**DESIGN AND DEVELOPMENT OF A SPECIALIZED TRAINING PROGRAM
 FOR GUIDANCE DESIGNATES**

To: Schools Division Superintendents
 All Others Concerned

1. Attached is Memorandum OM-OUHROD-NEAP-2024-040 from Jennifer E. Lopez, dated May 09, 2024 on the Design and Development of a Specialized Training Program for Guidance Designates on **June 3-8, 2024** at the **NEAP Region XII, General Santos City**.

2. The regional participants to this activity are the following:

No	Name	Designation	Station
1	Alexander Gallego	RGC	Baybay City Division
2	Jeneth D. San Buenaventura	Guidance Designate	MacArthur NHS, MacArthur, Leyte

3. The travel and other incidental expenses of the participants shall be charged against Division HRD Funds subject to the usual accounting and auditing rules and regulations.

4. For further information relative to this communication, Ms. Eden A. Dadap, Regional LRP Coordinator, can be reached at 0912-6063544.

5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
 Regional Director

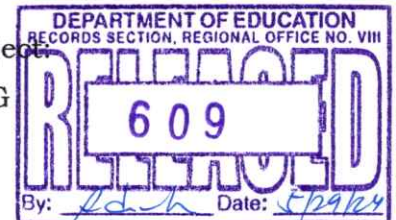
Enclosures: As stated

References: As stated

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

DESIGN DEVELOPMENT TRAINING

ESSD-SPPS-EAD

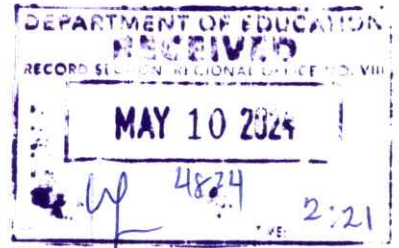




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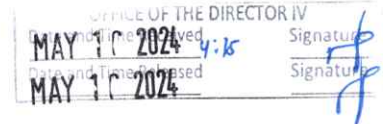
Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES



Office of the Director

MEMORANDUM
OM-OUHROD-NEAP-2024-040



TO : Regional Directors
Schools Division Superintendents
Human Resource Development Division Chiefs
NEAP-R Focal Persons
All Others Concerned

FROM : **JENNIFER E. LOPEZ**
Director IV
National Educators Academy of the Philippines

SUBJECT : **ADDENDUM TO THE SIGNED MEMORANDUM TITLED DESIGN AND DEVELOPMENT OF A SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES**

DATE : May 9, 2024

In relation to the signed memorandum (DM-OUHROD-2024-0790) titled **Design and Development of a Specialized Training Program for Guidance Designates** dated 26 April 2024, the National Educators Academy of the Philippines (NEAP) has previously conducted workshops with DepEd representatives on drafting the training design and resource packages.

Forging ahead, the **Workshop on the Validation of the Training Design and Resource Packages** will be conducted on **June 3 – 8, 2024** inclusive of travel time in **NEAP, Region XII** (President Quirino Avenue, General Santos City, South Cotabato).

The activity aims to assess the validity and accuracy of the content of the draft resource packages that will be used in specialized training program for Guidance Designates.

This activity will be a venue to:

- a. present the draft resource packages to the select DepEd validators,
- b. assess validity and accuracy of the content using the validation tool, and
- c. discuss and record appropriate recommendations to enhance the draft resource packages in preparation for the pilot testing.

In this regard, we are requesting two representatives per region that are registered Guidance Counselors (RGC) or non-RGC with Guidance Counselor plantilla item,



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Handwritten note: OKD 10/10/24

and Regional Office (RO)/ Schools Division Office (SDO) EsP Supervisor preferably RGC.

Meals and accommodation of the participants shall be provided by NEAP-PDD. Board and lodging of the participants shall be charged against the NEAP Human Resource Development (HRD) Funds. On the other hand, transportation, per diem, and other incidental expenses shall be charged against HRD funds/local funds, subject to usual accounting and auditing rules and regulations. Meals will be served on Monday (Day 0) lunch, while the last meal will be AM snack. Please see the figure below.

ACCOMMS MEALS	DAY 0 (MON)	DAY 1 (TUE)	DAY 2 (WED)	DAY 3 (THURS)	DAY 4 (FRI)	DAY 5 (SAT)
Breakfast		✓	✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓	✓
Lunch	✓	✓	✓	✓	✓	
PM Snacks	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

The Regional Directors, through the HRDD Chief or NEAP R Focal Persons are requested to submit the name of their respective representatives using the Endorsement Letter Template provided (Enclosure 2). Kindly send the accomplished Endorsement Letter on or before May 20, 2024 (Monday) at millie.fudolig@deped.gov.ph.

All endorsed participants must register for confirmation of attendance on this link/QR Code: <https://bit.ly/ValidationGD> on or before May 24, 2024 (Friday).



All participants are required to bring their own laptop, chargers, and extension cords. Bringing of pocket WiFi is also encouraged.

Attached to this advisory are:

- Enclosure 1: Activity Matrix
- Enclosure 2: Endorsement Letter Template
- Enclosure 3: DepEd Field Writers
- Enclosure 4: Memorandum DM-OUHROD-2024-0790

Should you have questions and other concerns, please coordinate with Ms. Millie Jane T. Fudolig of NEAP-PDD through email: millie.fudolig@deped.gov.ph or telephone no.: (02) 8715-9919.

For immediate dissemination and appropriate action.

[NEAP-PDD/Lorenzo]

Enclosure 1: Activity Matrix

WORKSHOP ON THE VALIDATION OF THE TRAINING DESIGN AND RESOURCE PACKAGES FOR GUIDANCE DESIGNATES

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Registration	Management of Learning (MOL)			
8:30am-9:00am	Opening Program	Presentation of Module 2	Presentation of Module 4	Presentation of Module 6	Presentation of the consolidated comments/recommendations
9:00am-10:00am	Overview of the Training Program Q&A Session	Review and Critiquing of Modules	Review and Critiquing of Modules	Review and Critiquing of Modules	
10:00am-10:30am	HEALTH BREAK				
10:30am-12:00nn	Presentation of the Validation Tool and mechanics of the Workshop	Continuation of Module 2 Critiquing	Continuation of Module 4 Critiquing	Continuation of Module 6 Critiquing	Agreements
12:00nn-1:00pm	LUNCH BREAK				
1:00PM-3:00pm	Presentation of Module 1 Review and Critiquing of Module 1	Presentation of Module 3 Review and Critiquing of Modules	Presentation of Module 5 Review and Critiquing of Modules	Presentation of Module 7 Review and Critiquing of Modules	Closing Program End of Day Evaluation
3:00pm-3:30pm	HEALTH BREAK				
3:30pm-4:30pm	Continuation of Module 1 Critiquing	Continuation of Module 3 Critiquing	Discussion of Module 5 by Validators	Continuation of Module 6 Critiquing	HOME SWEET HOME
4:30pm-5:00pm	End of Day Evaluation				

[NEAP-PDD/Lorenzo]



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Certificate No. PNP OMS
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Enclosure 2: Endorsement Letter Template

<Regional Office Header>

<Month> <day>, 2024

JENNIFER E. LOPEZ

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					

Thank you very much!

Sincerely yours,

<Full Name of Regional Director>

<Position>

[NEAP-PDD/Lorenzo]

Enclosure 3: DepEd Field Writers

No.	Names	School	Division	Region	Position/ Designation
1.	Ma. Kathleen Maye A. Haban	Quezon National High School	Isabela	II	Guidance Counselor III
2.	Julie E. Dangan	Morong National High School	Bataan	III	Guidance Counselor III
3.	Kurt Essa A. Rastrullo	Cabangan National High School	Legazpi City	V	Guidance Counselor II
4.	Kareen Arcenas	Cabatuan National Comprehensive High School	Iloilo	VI	Guidance Counselor III
5.	Nerizza Connie E. Camacho	Abellana National High School	Cebu City	VII	Guidance Counselor III
6.	Mark Risty S. Tan-awon	N/A	Zamboanga del Sur	IX	Guidance Counselor I
7.	Ryan A. Betoya	General Santos City SPED Integrated School	General Santos City	XII	Guidance Counselor II
8.	Harlene V. Mamiit	Rizal Experimental Station and Pilot School of Cottage Industries	Pasig City	NCR	Guidance Coordinator I

[NEAP-PDD/Lorenzo]



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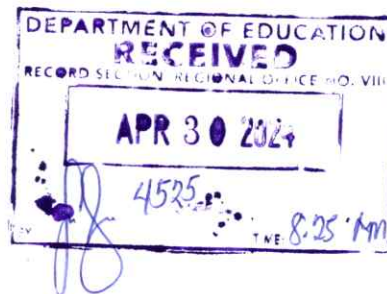


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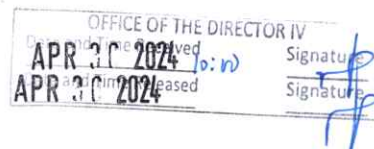


Republika ng Pilipinas
Department of Education

**OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**



MEMORANDUM
DM-OUHROD-2024-0790



**TO : Regional Directors
Schools Division Superintendents
Human Resource Development Division 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*

**SUBJECT : DESIGN AND DEVELOPMENT OF A SPECIALIZED TRAINING
PROGRAM FOR GUIDANCE DESIGNATES**

DATE : 26 April 2024

- In line with the *MATATAG* Agenda and DepEd Order No. 011, s. 2019 titled *Implementation of the National Educators Academy of the Philippines (NEAP) Transformation*, the NEAP Professional Development Division (PDD) is committed to streamline professional development for teachers and school leaders, while promoting efficiency in use of resources and effectively linking initiatives to career progression. In order to make training activities targeted, programmatic, and accountable, there is a need to develop specialized training programs for school personnel who are assigned to various specific functions. This includes teachers who are assigned as guidance teachers, teacher counselors, or designate counselors, in the absence of registered guidance counselors in schools.
- In this regard and in order to address the shortage of registered guidance counselors in schools, a ***Specialized Training Program for Guidance Designates*** shall be designed and developed to capacitate and empower them to successfully perform their crucial duties and responsibilities contributing to the overall well-being of learners. A series of developmental workshops and activities for the said specialized training program are scheduled from May to October 2024.
- The Philippine Professional Standards for Teachers (PPST) likewise supports this initiative, particularly Domain 3 *Diversity of Learners* and Domain 6 *Community Linkages and Professional Engagement* which highlight the importance of learner

diversity, community engagement, and conducive learning environment in the educative process.

4. In March 2024, NEAP PDD conducted a training needs assessment survey which was responded to by 8,059 Guidance Designates from the regions. Results showed that they lack in areas necessary in the effective delivery of guidance services to learners.
5. Below is the schedule of activities in relation to the ***Design and Development of a Specialized Training Program for Guidance Designates***.

Activity	Date	Venue
a. Workshop on the Development of Training Design and Resource Packages (Phase 1)	06-10 May 2024	NEAP Marikina
b. Workshop on the Development of Training Design and Resource Packages (Phase 2)	20-24 May 2024	NEAP Marikina
c. Workshop on the Validation of the Training Design and Resource Packages	03-07 June 2024	TBA
d. Workshop on the Revision of the Training Design and Resource Packages	24-28 June 2024	TBA
e. Pilot Testing of Training Design and Resource Packages	05-09 August 2024	TBA
f. Workshop on the Refinement of the Training Program and Resource Packages	02-06 September 2024	TBA
g. Workshop on the Finalization of the Training Design and Resource Packages	14-18 October 2024	TBA

6. These activities have the following objectives:
 - a. Develop a professional development program that will enhance the skills and capabilities of guidance designates; and
 - b. Enable guidance designates to maximize the delivery of guidance services and other related functions to meet learner demands.
7. Attached as ***Enclosure 1*** is the *List of Field Writers/ Participants*, for reference.
8. The participants are advised to check in on Day 0 (Sunday) and check out on Day 5 (Friday). The first meal to be served is dinner and the last meal is afternoon snack. Please see the details below.

ACCOMMS MEALS	DAY 0 (SUN)	DAY 1 (MON)	DAY 2 (TUE)	DAY 3 (WED)	DAY 4 (THURS)	DAY 5 (FRI)
Breakfast		✓	✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snacks		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

9. The participants are advised to bring their own laptops, chargers, and extension cords.
10. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, in case the activities will fall on weekends or holidays.
11. Board and lodging of the participants shall be charged against the NEAP Human Resource Development (HRD) Funds. On the other hand, transportation, per diem, and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
12. A subsequent memorandum will be issued on the other activities once details have been finalized.
13. For confirmation of attendance and other concerns, please coordinate with **Ms. Millie Fudolig** or **Ms. Fleura Lorenzo** of NEAP PDD through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
14. For immediate dissemination and appropriate action.

Enclosure:

Enclosure 1 – List of Field Writers/Participants

[NEAP-PDD/Fudolig]

Enclosure 1

FIELD WRITERS					
No.	Names	School	Division	Region	Position/Designation
1.	Fay Mia C. Casaclang	Manaoag National High School- Region I	Pangasinan II	I	Guidance Counselor III
2.	Ma. Kathleen Maye A. Haban	Quezon National High School	Isabela	II	Guidance Counselor III
3.	Julie E. Dangan	Morong National High School	Bataan	III	Guidance Counselor III
4.	Mariz P. Borgonos-Pales	Liliw National High School	Laguna	IV-A	Guidance Counselor III
5.	Floyd A. Socrates	Palawan National High School	Puerto Princesa	MIMAROPA	Guidance Counselor III
6.	Kurt Essa A. Rastrullo	Cabangan National High School	Legazpi City	V	Guidance Counselor II
7.	Kareen Arcenas	Cabatuan National Comprehensive High School	Iloilo	VI	Guidance Counselor III
8.	Nerizza Connie E. Camacho	Abellana National High School	Cebu City	VII	Guidance Counselor III
9.	Julienne Rose P. Saballa	Leyte National High School	Tacloban City	VIII	Guidance Coordinator III
10.	Wella Rose D. Dico	Dumungag Senior High School	Zamboanga del Sur	IX	Guidance Counselor II
11.	Joan Cañeda	Iligan City National High School	Iligan City	X	Guidance Coordinator III
12.	Melacare Carillo	Tagum National High School	Tagum City	XI	Guidance Counselor III
13.	Ryan A. Betoya	General Santos City SPED Integrated School	General Santos City	XII	Guidance Counselor II
14.	Generuth M. Bagaforo	N/A	Butuan City	CARAGA	Guidance Counselor II
15.	Doddie Marie L. Duclan	N/A	Tabuk City	CAR	Education Program Supervisor
16.	Harlene V. Mamiit	Rizal Experimental Station and Pilot School of Cottage Industries	Pasig City	NCR	Guidance Coordinator I



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

Enclosure 2: Endorsement Letter Template

REGION VIII- EASTERN VISAYAS

May 27, 2024

JENNIFER E. LOPEZ

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	Alexander Gallego	M	Baybay City Division	RGC	alexander.gallego@deped.gov.ph
2	Jeneth D. San Buenaventura	F	MacArthur NHS, MacArthur, Leyte	Guidance Plantilla Position(Non-teaching)	jeneth.sanbuenaventura@deped.gov.ph

Thank you very much!

Sincerely,


EVELYN R. FETALVERO CESO IV
Regional Director