



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

February 19, 2025

**REGIONAL MEMORANDUM**

HRDD-2025- 188

**TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES**

To: Schools Division Superintendents } Division of Leyte  
All Others Concerned } Division of Southern Leyte

1. Attached is Memorandum DM-OUHROD-2025-0327, from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Division, and Carmela C. Oracion, Assistance Secretary, HROD-NEAP, informing the field on the Conduct of Training of Trainers for the Specialized Training Program for Guidance Designates - Phases 3 and 4.

2. The following personnel are requested to attend the activity on April 7-11, 2025 at Ecotech Center, Lahug, Cebu City.

- a. Aura D. Tomol Head Teacher III-RGC, Leyte Division
- b. Emmanuel Gerardo EPS Values, So. Leyte
- c. Dr. Elena De Luna ASDS/Head-NEAPR

3. The participants' board and lodging will be charged against the NEAP Human Resource Development (HRD) Funds while transportation, per diem, and other incidental expenses will be charged against downloaded HRD funds for this purpose, subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination and compliance of this Memorandum are desired.

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

Enclosure: As stated  
Reference: As stated

To be indicated in the Perpetual Index under the following subjects:  
GUIDANCE DESIGNATES GUIDANCE COUNSELOR TRAINING

HRDD-NEAPR-MCP



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Republika ng Pilipinas

# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



## MEMORANDUM

DM-OUHROD-2025-0327



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

FROM : **WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

*Carmela C. Oracion*

**CARMELA C. ORACION**  
*Assistant Secretary*  
*Human Resource and Organizational Development*  
*(National Educators Academy of the Philippines)*

SUBJECT : **CONDUCT OF THE TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES – PHASES 3 AND 4**

DATE : 07 February 2025

1. The National Educators Academy of the Philippines (NEAP) has developed a **Specialized Training Program for Guidance Designates** to address the shortage of registered guidance counselors in schools by capacitating and empowering guidance designates to successfully perform their crucial role contributing to the overall well-being of learners. This is also in line with the recently passed Republic Act No. 12080 "Basic Education Mental Health and Well-Being Promotion Act."
2. Following the *Training of Trainers for Guidance Designates – Phases 1 and 2* held last year, NEAP will conduct the following succeeding phases of the training:

FEB 12 2025

Activity	Date	Venue
Training of Trainers – Phase 3 (Luzon Cluster)	17-21 March 2025	NEAP Baguio
Training of Trainers – Phase 4 (Visayas-Mindanao Cluster)	07-11 April 2025	Ecotech Center, Lahug, Cebu City



3. **Each Regional Office (RO) is requested to endorse the following participants to the abovementioned training activities:**

- a. A Registered Guidance Counselor (RGC) with a guidance counselor *plantilla* item who has not yet attended Phases 1 or 2; *- Pls recommend for this michael*
- b. One (1) representative from the RO – HRDD/NEAP R; and *- DE LUNA*
- c. One (1) Education Program Supervisor (Edukasyon sa *- DR. ANNABELLE* Pagpapakatao/Values Education/GMRC). *DAVA*

Upon completion of the training, they will form part of the **NEAP Faculty** who will be responsible for capacitating Guidance Designates in their respective regions.

- 4. The Regional Directors, through the HRDD Chiefs/NEAP R Focal Persons, are requested to submit their official list of participants using the template provided in **Enclosure 1** via email to [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) (copy furnished [fleura.lorenzo@deped.gov.ph](mailto:fleura.lorenzo@deped.gov.ph) / [millie.fudolig@deped.gov.ph](mailto:millie.fudolig@deped.gov.ph)) with subject line “[**ENDORSEMENT**] Region \_\_\_\_ Participants to the Training of Trainers for Guidance Designates” on or before **28 February 2025**.
- 5. The participants are enjoined to confirm their attendance through the following registration link/QR Code **on or before 07 March 2025**:

Link:

[https://bit.ly/TOTGD\\_Phases3and4](https://bit.ly/TOTGD_Phases3and4)

QR Code:



- 6. For reference, attached are the *Indicative Program of Activities (Enclosure 2)*, *Allocated Number of Participants per Region (Enclosure 3)*, and *Members of the National Technical Working Group (Enclosure 4)*.
- 7. The participants are advised to check in on Day 0 (Sunday) and check out on Day 5 (Friday). Please see the meal schedule below.

Meals	Day 1 Sun	Day 2 Mon	Day 3 Tue	Day 4 Wed	Day 5 Thu	Day 6 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

- 8. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

9. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while their transportation, per diem, and other incidental expenses will be charged to downloaded HRD funds for this purpose, subject to the usual accounting and auditing rules and regulations.
10. Should there be any shortage of downloaded HRD funds for travel expenses due to change of venue, it is requested that the amount to cover the deficit be charged against RO/SDO HRD funds or other local funds, subject to the usual accounting and auditing rules and regulations. On the other hand, 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 participation in other trainings, workshops, and other professional development activities, subject to the same rules and regulations.
11. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers," in case the activities will fall on weekends, holidays, or work suspension.
12. Should you have questions and concerns, please coordinate with **Ms. Millie Jane Fudolig** or **Ms. Fleura Karina Lorenzo** of NEAP-PDD through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.
13. For immediate dissemination and appropriate action.

**Enclosures:**

- Enclosure 1 – Endorsement Template for Official List of Participants*
- Enclosure 2 – Indicative Program of Activities*
- Enclosure 3 – Allocated Number of Participants per Region*
- Enclosure 4 – Members of the National Technical Working Group*

**Copy furnished:**

**OFFICE OF THE SECRETARY**  
**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

[NEAP-PDD/Fudolig]



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Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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Enclosure 1

<Regional Office Header>

<Month> <day>, 2025

**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 Training of Trainers for Guidance Designates (Phase 3/ Phase 4):

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

Thank you very much!

Sincerely yours,

<Full Name of Regional Director>

<Position>



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Enclosure 2

**TRAINING OF TRAINERS – PHASE 3**  
**TRAINING PROGRAM FOR GUIDANCE DESIGNATES**  
 March 17 – 21, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
<b>8:00am-8:30am</b>	Opening Program		Management of Learning		
<b>8:30am-10:00am</b>	Module 1: Guidance and Counseling	Module 4: Handling Common Concerns in Schools 4.1.A Bullying	Module 4: Handling Common Concerns in Schools 4.2.B. Drug Addiction	Module 5: Risk Assessment and Referral	Work Action Plan (WAP)
<b>10:00am-10:15am</b>		<b>HEALTH BREAK</b>			
<b>10:15am-12:00pm</b>	Module 2: Guidance Programs and Services	Continuation of 4.1.A Bullying	Continuation of 4.2.B Drug Addiction	Continuation of Module 5: Risk Assessment and Referral	Self-Care
<b>12:00pm-1:00pm</b>		<b>LUNCH BREAK</b>			
<b>1:00-3:00pm</b>	Module 3: Healthy Communication	4.1.B Harassment	Module 4: Handling Common Concerns in Schools 4.3 Suicide	Module 6: Guidance Program Development	Closing Program
<b>3:00pm-3:15pm</b>		<b>HEALTH BREAK</b>			
<b>3:15pm-4:45pm</b>	Module 3: Psychological First-Aid (PFA)	Module 4: Handling Common Concerns in Schools 4.2.A. Internet Addiction	Continuation of 4.3 Suicide	Facilitation Skills	
<b>4:45pm-5:00pm</b>	<b>End of Day Evaluation</b>				





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 4

**MEMBERS OF THE NATIONAL TECHNICAL WORKING GROUP  
 SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES  
 TRAINING OF TRAINERS - PHASES 3 AND 4**

*Dates: March and April  
 Venue: Baguio City and Cebu*

DEPED CENTRAL OFFICE		
Name	Designation	Office
1. Marife T. Morcilla	Project Development Officer V	NEAP- Professional Development Division
2. Alexander Simagala	Project Development Officer IV	
3. Millie Jane T. Fudolig	Senior Education Program Specialist	
4. Eric T. Sarmiento	Administrative Officer V	
5. Fleura Karina C. Lorenzo	Technical Assistant II	
6. Jojet T. Gabriel	Technical Assistant I	

DEPED REGIONS					
No.	Names	School	Division	Region	Designation
1.	Annabella G. Dingwasen	Benigno V. Aldana National High School	Pangasinan II	I	Guidance Counselor III
2.	Ma. Katleen 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. Borgoños-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 B. Arcenas	Cabatuan National Comprehensive High School	Iloilo	VI	Guidance Counselor III
8.	Nerizza Conie 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.	Mark Risty S. Tanawon	N/A	Zamboanga del Sur	IX	Guidance Counselor I
11.	Joan B. Cañeda	Iligan City National High School	Iligan City	X	Guidance Coordinator III
12.	Melecare M. Carrillo	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	Education Program Specialist II



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Enclosure 3

**LIST OF THE PARTICIPANTS**  
TRAINING OF TRAINERS FOR GUIDANCE DESIGNATES

<b>PHASE 3</b> <b>March 17-21, 2025</b>		
<b>Region</b>	<b>No. of Participants</b>	<b>Venue</b>
I	5	NEAP, Baguio City
II	25	
III	45	
IV-A	60	
IV-B	5	
CAR	15	
NCR	35	
<b>TOTAL</b>	<b>190</b>	

<b>PHASE 4</b> <b>April 7 - 11, 2025</b>		
<b>Region</b>	<b>No. of Participants</b>	<b>Venue</b>
V	30	DepEd Ecotech Center, Lahug, Cebu City
VI	25	
VII	5	
VIII	5	
IX	10	
X	25	
XI	20	
XII	15	
CARAGA	5	
<b>TOTAL</b>	<b>140</b>	



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15.	Doddie Marie L. Duclan	N/A	Tabuk City	CAR	Education Program Supervisor
16.	Harlene Rose V. Mamiit	Rizal Experimental Station and Pilot School of Cottage Industries	Pasig City	NCR	Guidance Coordinator I



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**TRAINING OF TRAINERS – PHASE 4**  
 TRAINING PROGRAM FOR GUIDANCE DESIGNATES  
 April 7 – 11, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
<b>8:00am-8:30am</b>	Opening Program		Management of Learning		
<b>8:30am-10:00am</b>	Module 1: Guidance and Counseling	Module 4: Handling Common Concerns in Schools 4.1.A Bullying	Module 4: Handling Common Concerns in Schools 4.2.B. Drug Addiction	Module 5: Risk Assessment and Referral	Work Action Plan (WAP)
<b>10:00am-10:15am</b>		<b>HEALTH BREAK</b>			
<b>10:15am-12:00pm</b>	Module 2: Guidance Programs and Services	Continuation of 4.1.A Bullying	Continuation of 4.2.B Drug Addiction	Continuation of Module 5: Risk Assessment and Referral	Self-Care
<b>12:00pm-1:00pm</b>		<b>LUNCH BREAK</b>			
<b>1:00-3:00pm</b>	Module 3: Healthy Communication	4.1.B Harassment	Module 4: Handling Common Concerns in Schools 4.3 Suicide	Module 6: Guidance Program Development	Closing Program
<b>3:00pm-3:15pm</b>		<b>HEALTH BREAK</b>			
<b>3:15pm-4:45pm</b>	Module 3: Psychological First-Aid (PFA)	Module 4: Handling Common Concerns in Schools 4.2.A. Internet Addiction	Continuation of 4.3 Suicide	Facilitation Skills	
<b>4:45pm-5:00pm</b>	<b>End of Day Evaluation</b>				



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