



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

June 13, 2025

REGIONAL MEMORANDUM

No. **684** s. 2025

**REGIONAL TRAINING FOR SCHOOL-BASED CAREER GUIDANCE
ADVOCATES ON THE IMPLEMENTATION OF CAREER
GUIDANCE PROGRAM**

To: Schools Division Superintendents
All Others Concerned

1. Attached are Memorandum DM-OUOPS-2025-10-02789 from the Office of the Undersecretary for Operations dated April 30, 2025 and Memorandum DM-OASOPS-2024-11-604 from the Office of the Assistant Secretary for Operations dated November 27, 2024 proving Guidelines on the Conduct of the Career Guidance Program School-Based Training of Career Advocates.
2. Relative thereto, this Region shall conduct the Regional Training for School-Based Career Guidance Advocates on the Implementation of Career Guidance Program on June 30-July 4, 2025. The venue shall be announced through an Advisory.
3. This training Program is aimed to help the participants
 - assess the effectiveness of the current Career Guidance Program (CGP) in the context of basic education, identifying key strengths, weaknesses, and areas for improvement;
 - equip with knowledge, skills, and competencies to help their students understand themselves in the context of their environment; and to become Career-Conscious 12 graduates; and
 - discuss the salient provisions of relevant legal bases related to career guidance and advocacy as well as for enhancing the capacity of teachers to become career advocates.
4. Each of the 75 schools to be identified by the Schools Division Superintendent (SDS) in coordination with the School Governance and Operations Division (SGOD) Chief and the Youth Formation Coordinator (YFC), shall designate two Guidance Advocates, resulting in a total of 150 participants for the training. The allocation of training participants per SDO is indicated below. The final list of confirmed participants shall be submitted to this Regional Office via email at **eden.dadap001@deped.gov.ph no later than June 23, 2025.**

Regional Office- 14	Evelyn R. Fetalvero- RD Ronelo Al K. Firmo- ARD Harvie Villamor- HRDD Chief
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Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

Page 1 of 3



	Elena De Luna- OIC NEAP-R/ ASDS Gertrudes C. Mabutin- clmd Chief Alejandra B. Lagumbay- ESSD Chief Eden A. Dadap- PDO IV Cesar P. Verunque- QAD Chief 1 QAD EPS Amenia C. Aspa, EPS- EsP Dina S. Superable- ESP, HRDD Gary Jay N. Calipayan- Budget Officer, FD Angelica Rodriguez- Medical Officer 1 Medical Staff	
Program Management Team- 5	1. Ella Alixele Ladres 2. Ma. Lourdes O. Varron 3. Marilyn G. Trinidad 4. Olga R. Oliverio 5. Thelma Gervacio	
Facilitators- 7	1. Julienne Rose P. Saballa- RGC III, LNHS, Tacloban City Division 2. Aura D. Tomol- RGC/ Principal I, Lapay ES, Tanauan, Leyte Division 3. Marihden C. Bartolome- RGC III, Sagkahan NHS, Tacloban City Division 4. Laarni Concordia A. Mantilla- RGC III, Catarman NHS, Northern Samar Division 5. Mary Jean A. Hidalgo- RGC III, LNHS, Tacloban City Division 6. Marna T. Lopez- RGC III, San Jose National High School, Leyte Division 7. Edwin V. Salar- RGC/ Teacher, Southern Leyte Division	
Training Participants		
Schools Division Office	No. of Schools	No. of Participants
Baybay City	4	8
Biliran	6	12
Borongan City	4	8
Calbayog City	4	8
Catbalogan City	4	8
Eastern Samar	7	14
Leyte	12	24
Maasin City	4	8
Northern Samar	8	16
Ormoc City	4	10
Samar	7	14
Southern Leyte	7	14
Tacloban City	4	8

5. The participants to this training program shall be provided for with meals and accommodation for four (4) days, details of which are indicated below, charged to the Program Support Fund downloaded by the BLSS-YFD to this Region, while their transportation and other incidental expenses to include per diem, shall be charged

to their respective MOOE/Local Fund, subject to the government rules on accounting and auditing procedures.

Date	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
June 30	/	/	/	/	/
July 1	/	/	/	/	/
July 2	/	/	/	/	/
July 3	/	/	/	/	/
July 4	/	/	/	/	/

Check-In - June 30, PM
 Check-Out - July 4, NN

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

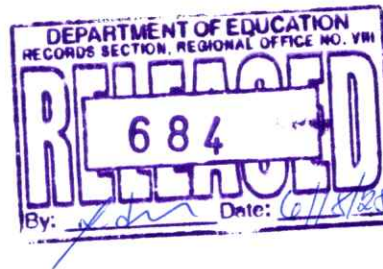

EVELYN R. FETALVERO, CESO III
 Regional Director *rsb*

Enclosures: None

References: As Stated

To be indicated in the Perpetual Index under the following subject:
 CAREER ADVOCATES SBTCA

ESSD-SPPS-EAD





Republika ng Pilipinas
Department of Education

Office of the Undersecretary for Curriculum and Teaching
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Date: 12-02-24 Time: 11:39
DMS No.: By: CAT
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OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS
BUREAU OF LEARNER SUPPORT SERVICES

School Health Division | School Sports Division | Youth Formation Division

MEMORANDUM

DM-OASOPS-2024-11 - 004

TO:

WILFREDO E. CABRAL

Undersecretary for Human Resource and Organizational Development

DR. GINA O. GONONG

Undersecretary for Curriculum and Teaching

ANNALYN M. SEVILLA

Undersecretary for Curriculum and Teaching

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations

MALCOLM S. GARMA

Assistant Secretary for Operations

FROM:

DR. DEXTER A. GALBAN

Assistant Secretary for Operations

SUBJECT:

IMPLEMENTING GUIDELINES ON THE CONDUCT OF THE CAREER GUIDANCE PROGRAM SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)

DATE:

November 27, 2024

The Department of Education (DepEd) Career Guidance Program (CGP) being supervised and managed by three (3) strands - Operations through the Bureau of Learner Support Services Youth Formation Division (BLSS YFD), Curriculum and Teaching through the Bureau of Curriculum Development (BCEd), and Human Resource and Organizational Development through the National Educators' Academy of the Philippines (NEAP) - have been implementing training and assessment of career advocates in the field in fulfillment of DepEd's commitment in the Asia-Development Bank (ADB) under the Secondary School Education Program. This commitment ensures that at least 50% of DepEd secondary schools will have two teachers, preferably one male and one female, who are trained, certified and designated as Career Advocates.

This year's key target is for DepEd field counterparts to conduct the Career Guidance Program (CGP) School-Based Training of Career Advocates (SBTCA) in or before the 2nd quarter of Fiscal Year (FY) 2025. Thus, the NEAP through its Human Resource Development (HRD) Funds has allocated a total amount of **Sixty Million Pesos (P60,000,000.00)** for the nationwide roll-out of the training, part of

the amount will be distributed to all regions through downloading of program support funds (PSF).

To provide clear guidance for the Regional Offices in the effective utilization of the PSF in accordance with existing DepEd policies and to ensure the successful implementation of the said training, enclosed in this Joint Memorandum are the implementing guidelines.

For more information, questions, or concerns on the abovementioned subject, please contact the BLSS-YFD through email at blss-yfd@deped.gov.ph and/or NEAP through email at neap@deped.gov.ph.

For immediate dissemination and compliance.

IMPLEMENTING GUIDELINES ON THE CONDUCT OF THE CAREER GUIDANCE PROGRAM SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)

I. Rationale

1. The **Career Guidance Program (CGP)** is designed to help learners explore their choices and make responsible decisions relevant to career pathing. These include planning for their track and strand for Senior High School, choosing their curriculum exits and planning for their future.
2. Under Department of Education (DepEd) Order No. 001 s. 2023, titled "Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Authorities," the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), the Curriculum and Teaching-Bureau of Curriculum Development (CT-BCD) and the National Educators' Academy of the Philippines (NEAP) collaborated for the implementation of the CGP specifically for the training and assessment of career advocates. This is also highlighted in the disseminated joint memorandum, OUOPS No. 2023-03-8149 titled, "Guidelines on the Supervision and Implementation of the DepEd Career Guidance Program for School Year 2023-2024".
3. As stated in the abovementioned memorandum, the BLSS-YFD shall supervise the CGP-related activities, BCD shall provide quality content for the said program, and NEAP shall lead the training design and delivery of the certification process for the Career Advocates, including but not limited to the conduct of professional training, assessment, and certification process of teachers and other participants on the CGP to maintain the training standards and quality of delivery. One of the goals of these three bureaus towards effectively implementing and delivering the CGP's intended outcomes, is the achievement of Asian Development Bank (ADB) Secondary School Education Program (SESP) Disbursement-linked Indicator (DLI) 3.3 (i.e., at least 50% of DepEd secondary schools have two teachers (preferably 1 male, 1 female) trained, certified and designated as career advocates) by providing technical assistance in the preparation of a Career Guidance Framework and setting a certification process for career advocates, including the design of the requisite training and its plan.
4. To achieve the goal of having Career Advocates in **48,000 public secondary schools**, the DepEd, through these three bureaus is taking a strategic first step by implementing the **Career Guidance Program (CGP) Training**. Thus, this training will be conducted through the **School-Based Training of Career Advocates (SBTCA)**, scheduled for the **1st to 2nd Quarter of Fiscal Year (FY) 2025**. This initiative aims to equip teachers with the necessary skills and knowledge to effectively guide our learners in their career choices, ensuring that every school has a dedicated advocate to support learners' career development.

II. Legal Bases

1. Republic Act (RA) No. 10533, also known as the **“Enhanced Basic Education Act of 2013,”** states that the State is mandated to create a functional basic education system that develops productive and responsible citizens equipped with the essential competencies, skills, and values for tertiary education, middle-level skills development, employment, entrepreneurship, and lifelong learning.
2. Section 17 of the same Implementing Rules and Regulations (IRR) of RA 10533 mandates the DepEd, together with the Department of Labor and Employment (DOLE), Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), Professional Regulation Commission (PRC), National Youth Commission (NYC), industry associations, professional associations, and other relevant stakeholders, to provide programs that expose the students to the world and value of work and develop the capability of career counselors and advocates to guide the learners and equip them with the necessary life skills and values.
3. Section 4 of RA No. 11206, also known as the **“Secondary School Career and Counseling Act,”** affirms the creation of a National Secondary School Career Guidance and Counseling Program (CGCP) to be administered by the DepEd which shall be implemented in all public and private secondary education institutions and shall start at the Grade 7 level.
4. Undergoing the said program, Section 9 of the RA No. 10533 also known as the **“Enhanced Basic Education Act of 2013,”** the DepEd, in coordination with the DOLE, the TESDA and the CHED, shall regularly conduct career advocacy activities for secondary level students.
5. Notwithstanding the provision is aligned with Section 27 of RA No. 9258, otherwise known as the **“Guidance and Counseling Act of 2004,”** which states that career and employment guidance counselors who are not registered or licensed with PRC shall be allowed to conduct career advocacy activities to secondary level learners at the school where they are currently employed, provided that they undergo a training program to be developed or accredited by the Department.

III. Scope

1. These guidelines shall provide the rules for the release, allocation, utilization, and liquidation/reporting of the downloaded Program Support Funds (PSF) from the Human Resource Training and Development (HRTD) Funds to the DepEd Regional Offices and Schools Division Offices that will conduct the SBTCA.
2. The allotted amount under the FY 2024 General Appropriations Act (R.A. No. 11975) Human Resource Development (HRD) Funds, being part of the Maintenance and Other Operating Expenses (MOOE) funds under the FY 2024 GAA, shall be valid until December 31, 2025, pursuant to DBM National Budget Circular No. 592, dated January 2, 2024.

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... and ...

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Regional Youth Formation Coordinator (RYFC) of the Education Support Service Division (ESSD) shall

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Planning Officer shall

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Budget Officer shall

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E Participants

Program Management Team. ...

Lead Trainers. ...

Support Trainers. ...

documenters, monitoring and evaluation (M&E) focal/ in-charge, welfare officers, and secretariat.

2. **Secondary Teachers (at least 2 from Secondary Schools).** The participants in this activity are all Secondary School teachers assigned to handle the Career Guidance Program (CGP). Once trained and passed the Career Advocates Assessment, these secondary school teachers shall be called Career Advocates (CAs). They will be tasked to implement the Career Guidance Program activities. As per DepEd Order 05, s. 2024, titled "Rationalization of Teachers Workload in Public Schools and Payment of Teaching Overload," CGP falls under the Teaching-related assignments. Hence, the designation of Career Advocate is a form of specialization and is considered a teaching-related assignment.

C. Training Venue

1. The training shall be conducted at the school premises or at the nearest possible venue/school that is conducive and convenient to the identified participants. The regions/divisions may partner or coordinate with their respective Local Government Units (LGUs), and/or local Department of Labor and Employment (DOLE), and other stakeholders for the acquisition of suitable venues.

D. Training Protocols

1. The training program is reviewed and certified by the NEAP provided in **Annex A**. Implementers are not allowed to change or add topics to the program and should adhere to DM 44, s. 2023.
2. Should there be changes in the dates of the conduct of training on the date stipulated in the implementation plan due to circumstances beyond control, it is imperative to coordinate with the Regional Office and Central Office for the course of action.

E. Assessment Protocol

1. Only participants who complete the Career Guidance Program training will be eligible for the assessment.
2. The assessment will be conducted online via Google Form or MS Form, with the link provided on the last day of the 5-day training during the specified time, and will take place on the following Saturday afternoon, preferably from 2:00 p.m. to 3:30 p.m.
3. The passing score is set at 60%. Participants who score 59% or below will be advised to review the content and handouts and retake the assessment on the next scheduled date.
4. Only participants who passed the assessment shall be given the certification as Career Guidance Advocate.
5. All regions shall designate one (1) RGC who shall facilitate the assessment and/or coordinate with NEAP-R in accessing the assessment link. The

designated RGC shall collect and safeguard the confidentiality of the assessment and its results and shall submit the official list of passers and non-passers to their respective regions before submitting the results to the BLSS-YFD via email at blss.yfd@deped.gov.ph

6. After training and passed the assessment test, they shall be called Career Advocates tasked with implementing the Career Guidance Program activities in their respective schools.

F. Professional Regulation Commission (PRC) Training Accreditation

1. All participants who completed the training and passed the assessment test will be eligible to earn Continuing Professional Development (CPD) points through PRC-accredited training. All Regional Offices through the NEAP-R shall facilitate the application process and requirements.

V. Release of Funds

1. The Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) through the Finance Strand of Central Office shall facilitate the downloading of program support funds to the Regional Offices (ROs) through a Sub-Allotment Release Order (Sub-ARO).
2. Upon receipt of the downloaded HRD Fund to the Regional Offices, the NEAP in the Region/HRDD in coordination with the Regional Finance Division may download the PSF to the concerned School Division Offices or schools, subject to the approval of the Regional Director, in preparation for the conduct of the SBTCA.

VI. Allowable Expenses

1. In consonance with Department of Education (DepEd) Order No. 02 s. 2018, Amendment to DepEd Order No. 15, s. 2017, titled "Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for Official Activities conducted by the Department of Education," the board and lodging packages encompass meals and accommodations. An allocation of P2,000.00 per person per day is allowed, covering both food and lodging. As such, the downloaded PSF herein shall be used for the following:
 - a. Board and Lodging for Participants, Technical Working Group, Resource Speakers, and DepEd Guests;
 - b. Supplies and materials for the conduct of the activities;
 - c. Transportation expenses in relation to the conduct of activities; and
 - d. Operational expenses related to the conduct of the activities.
2. Guidelines and procedures on official local travels shall conform to the provisions of DepEd Order No. 22, s. 2019, titled "Guidelines on Official Local Travels in the Department of Education."

- 3. To similar or assumed that supplies and materials to be purchased shall be in accordance with Republic Act No. 6184, or the "Government Procurement Reform Act."
- 4. In cases of budget deficiencies, travel expenses, and other incidental expenses, can be charged against ERFD funds available at the BROS and other available funds.
- 5. The management of funds herein shall be in accordance with existing accounting, reporting, auditing, and other pertinent rules and regulations.

VII. Monitoring and Evaluation

- 1. For the effective monitoring of the utilization of awarded funds, the WOs shall submit to the Central Office through the BLESS YED a consolidated monthly report by listing the list of Cancer Adherers who were trained and passed the assessment following the prescribed template in DepEd Memorandum No. 44, s. 2023, titled "Guidelines for the Quality Assurance and Monitoring and Evaluation of NCD Care Program Schools" dated **June 2025**.
- 2. The Central Office Program Management Team and its assigned Bureau of Management and Evaluation (M&E) Team shall conduct flow monitoring with the following activities:
 - a. Review and discussion of the regional office program and funding evaluation results
 - b. Discussion on past regional reform activities and their corresponding M&E report
 - c. Monitor the fund utilization.

VIII. Effectivity

- 1. These guidelines shall be effective immediately upon approval.
- 2. DepEd - CDO - 2025-00000000

Annex A.

Program of Activities
CAREER GUIDANCE PROGRAM
SCHOOL-BASED TRAINING OF CAREER ADVOCATES

DAY 1 (Monday)		
Inclusive Time	Minutes	Program
8:00 a.m. – 12:00 p.m.		Arrival and Registration
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:00 p.m.	60 min	Opening Program <ul style="list-style-type: none"> • National Anthem • Ecumenical Prayer • DepEd QPS • Welcome Remarks/ Message • Introduction of Participants • Photo Documentation • Pre-Test
2:00 p.m. – 3:00 p.m.	60 min	Plenary 1: YFD CUP Introduction
3:00 p.m. – 3:15 p.m.	15 min	Health Break
3:15 p.m. – 4:30 p.m.	75 min	Plenary 2: Overview of Career Guidance Program
4:30 p.m. – 5:00 p.m.	30 min	Pre-test/ End of the day evaluation / Writing Activity / Reflection / Other Reminders
DAY 2 (Tuesday)		
Inclusive Time	Mins	Program
8:00 a.m. – 8:20 a.m.	30 min	Management of Learning
8:30 a.m. – 10:00 a.m.	90 min	MIS1: Guidance: Principles, Goals and other related Concepts
10:00 a.m. – 10:15 a.m.	15 min	Health Break
10:15 a.m. – 12:00 p.m.	105 min	MIS2: Guidance: Service and Clientele
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:15 p.m.	75 min	MIS3: The History of Career Guidance
2:15 p.m. – 3:00 p.m.	45 min	MIS4: Career Education in the Context of Guidance
3:00 p.m. – 3:15 p.m.	15 min	Health Break
3:15 p.m. – 3:45 p.m.	30 min	MIS4: Career education in the Context of Guidance
3:45 p.m. – 4:45 p.m.	60 min	MIS5: Theories for Career Choice and Development
4:45 p.m. – 5:00 p.m.	15 min	End of the day evaluation / Writing Activity / Reflection / Other reminders
DAY 3 (Wednesday)		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M2S6: Legal Bases of Career Guidance in the Philippines
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 p.m.	105 min	M2S7: The Career Advocate
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:30 p.m.	90 min	M2S8: Linkage Development
2:30 p.m. – 3:00 p.m.	30 min	M3S9: Developing the Career Conscious K-12 Graduate through Instruction as the Delivery System
3:00 p.m. – 3:30 p.m.	30 min	Health Break
3:30 p.m. – 4:20 p.m.	50 min	M3S9: Developing the Career Conscious K-12 Graduate through Instruction as the Delivery System
4:20 p.m. – 5:00 p.m.	40 min	End of the day evaluation / Writing Activity / Reflection / other reminders

DAY 4 (Thursday)

Inclusion Time

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DAY 5 (Friday)

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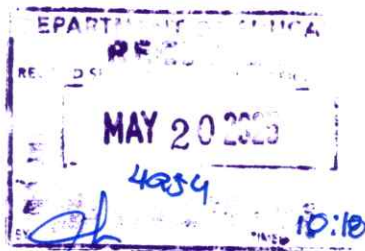
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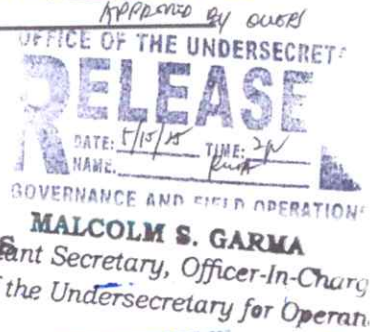


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

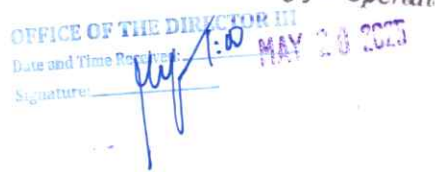


MEMORANDUM
DM-OUOPS-2025-10-02789



TO : REGIONAL DIRECTORS
REGIONAL YOUTH FORMATION COORDINATORS
REGIONAL HRDD HEADS

MALCOLM S. GARMA
Assistant Secretary, Officer-In-Charge
Office of the Undersecretary for Operations



FROM : Assistant Secretary, Officer-In-Charge
Office of the Undersecretary for Operations

SUBJECT : SCHOOL BASED TRAINING OF CAREER ADVOCATES FIELD
MONITORING AND EVALUATION

DATE : April 30, 2025

In line with the Department of Education's (DepEd) commitment to the Asian Development Bank (ADB) under the Secondary Education Support Program (SESP), particularly Disbursement Linked Indicator (DLI) 3.3, which mandates that 50% of public secondary schools nationwide have two (2) teachers (1 male and 1 female) trained and certified as Career Advocates, the Operations, Curriculum, and Teaching Strand, in collaboration with the National Educators Academy of the Philippines (NEAP), will conduct the **School-Based Training of Career Advocates (SBTCA) from May to June 2025.**

During the rollout of the SBTCA, the CGP Core Technical Working Group, composed of representatives from the Youth Formation Division (YFD), Curriculum and Teaching (CT), and NEAP, will carry out national monitoring and evaluation to assess the implementation of the activity.

The primary objective of this initiative is to conduct field monitoring and evaluation of the SBTCA in accordance with the requirements of the ADB's SESP under DLI 3.3. Specifically, the initiative aims to:

- Monitor teacher involvement during the training, ensuring active participation and understanding of key career advocacy concepts.
- Evaluate the overall training process to identify strengths, challenges, and areas for improvement.
- Provide evidence-based recommendations to enhance the quality and effectiveness of future career advocacy training sessions.

MAY 20 2025



Room 101, Rizal Building, DepEd 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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All expenses related to this activity will be charged to available allotments, including but not limited to: BLSS-YFD operating expenses, School Maintenance and Other Operating Expenses (MOOE), Human Resource Development and Training (HRTD) Fund, Program Support Funds (PSF) to be downloaded to host regions and divisions, and other available sources of funds, in compliance with existing budgeting, accounting, auditing, and procurement rules and regulations.

For questions or concerns, please contact the BLSS-YFD at blss.yfd@deped.gov.ph.

BLSS-YFD/CMP/4.29.25



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII
DATE: 6-2-25
TRACKING #: 5378 TIME: 1:22
SIGNATURE: _____

ADVISORY

OFFICE OF THE DIRECTOR III
Date and Time Received: 6-2-25
Signature: _____ JUN 04 2025

Following consultations and coordination with Regional Focal Persons, the Office of the Undersecretary for Operations (OUOPS), through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), acknowledges the administrative and procurement challenges reported by various regions in preparation for the **Career Guidance Program (CGP) School-Based Training for Career Advocates (SBTCA)** originally scheduled for June 2025.

In consideration of these concerns and to support effective and organized implementation across all regions, the rollout of the SBTCA is hereby extended and **shall proceed on or before the dates specified in the revised schedule below:**

REGION	DATE OF CONDUCT
I	July to September 2025
II	July to September 2025
III	July 14-18, (Batch 1) July 21-25 (Batch 2) (tentative)
IV-A	July to September 2025
IV-B	July to September 2025
V	June to August 2025
VI	July to September 2025
VII	July to September 2025
VIII	July to September 2025
IX	July to September 2025
X	July to September 2025
XI	July to September 2025
XII	July to September 2025
CARAGA	July to September 2025
CAR	July to August 2025
NCR	July to September 2025

This Office would like to remind all Regional Focal Persons and concerned Schools Division Offices (SDOs) of the following important matters related to SBTCA:

1. SBTCA Rollout Schedule

Regional Offices, through their respective Regional Youth Formation Coordinators (RYFCs) and in coordination with the National Educators Academy of the Philippines (NEAP-R), and concerned Schools Division Offices (SDOs), are enjoined to finalize their **Program Implementation Plans (PIPs)** and adjust timelines accordingly. This extension is intended to provide ample time for procurement processes, logistical arrangements, and other preparatory

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Certificate No. PIP-QMS 22 92 9085

activities. The PIP must include the number of participants, date(s) and venue of the training.

This document will serve as a key reference for monitoring and evaluation activities by the Asian Development Bank (ADB) and the Department of Education Central Office.

As stipulated, **regional rollouts must be completed from June to September 2025**, and the **list of trained Career Advocates** must be submitted within the same period.

It is worth emphasizing that the SBTCA was originally scheduled during last year's INSET. Therefore, all necessary preparations should already be in place, even as we await the release of funds. This has been clearly communicated in previous memoranda issued last year.

All regional focal persons are advised to coordinate closely with their designated trainers and program management teams, Regional Directors, and concerned SDOs to ensure smooth and timely implementation.

2. Procurement Concerns

To ensure the timely and effective implementation of the SBTCA, all procurement activities must adhere to existing government procurement laws, rules, and regulations.

3. Funding and Financial Procedures

The following funds may be utilized for the implementation of the SBTCA. All regions and concerned divisions are authorized to address any financial requirements by utilizing the funds listed below:

- **HRTD Fund: P60,000,000.00**
- **LSP – Current Fund: P6,000,000**
- **LSP – Continuing Fund: P8,000,000**

Presented below are the amounts allocated to each Region:

Budget from HRTD / NEAP		Additional Fund SBTCA	Regional Strategic Planning and Orientation for SBTCA
Region	Amount	Amount	Amount
CAR	2,068,300.00	292,110.00	290,000.00
CARAGA	2,326,300.00	290,706.00	180,000.00
NCR	3,358,300.00	631,971.92	350,000.00
Region I	3,874,300.00	484,510.00	310,000.00
Region II	3,616,300.00	452,209.00	500,000.00
Region III	6,101,700.00	775,216.00	590,000.00
Region IV-A	5,422,300.00	884,758.00	550,000.00
Region IV-B	2,584,300.00	421,313.00	220,000.00
Region IX	3,057,300.00	387,608.00	310,000.00
Region V	5,663,100.00	872,118.00	550,000.00
Region VI	3,106,700.00	438,166.00	390,000.00
Region VII	5,938,300.00	876,331.00	490,000.00
Region VIII	778,300.00	96,902.00	110,000.00
Region X	3,874,300.00	547,707.00	450,000.00
Region XI	4,355,900.00	657,249.00	460,000.00
Region XII	3,874,300.00	484,510.00	250,000.00
	60,000,000.00	8,593,384.92	6,000,000.00

Regions and divisions are granted flexibility in supplementing financial needs through other funds and these available resources subject to the existing rules and regulations set by the Department.

4. PRC CPD Application

Given the scope and significance of the training, all regions are strongly encouraged to apply for Continuing Professional Development (CPD) accreditation with the Professional Regulation Commission (PRC). This will allow CPD credit units to be awarded to teacher-participants and other involved personnel

We encourage all concerned offices to maximize this adjustment period to ensure smooth, timely, and high-quality execution of the training program.

For any concerns or clarifications, you may contact BLSS-YFD through BLSS-YFD via email at blss.yfd@deped.gov.ph

Thank you for your continued commitment and cooperation.


MALCOLM S. GARMA

Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations