



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



May 5, 2017

DIVISION MEMORANDUM

No. 270, 2017

**PLANNING CONFERENCE FOR THE REGIONAL MASS TRAINING OF TEACHERS
(MTOT) ON THE IMPLEMENTATION OF CAREER GUIDANCE PROGRAM**

To: Mrs. Evelyn Dumadag- Tagbilaran City Science High School

1. In compliance with Regional Memorandum No. 0304, s. 2017 supported with Regional Memorandum No. 0305 dated May 2, 2017, this Office disseminates this information for your immediate action.
2. Please find and read enclosures for your update and compliance.
3. Immediate dissemination of this Memorandum is desired.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent *all*



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City




REGIONAL MEMORANDUM
No. 0304, s. 2017

MAY 02 2017

REGIONAL MASS TRAINING OF TEACHERS (MTOT) ON THE IMPLEMENTATION OF
CAREER GUIDANCE PROGRAM

TO: Schools Division Superintendents
All Others Concerned

1. Pursuant to DepEd Memorandum No. 8, s. 2017 entitled, *National Training of Trainers and Mass Training of Teachers and Career Advocates for the Implementation of Grade 11 Career Guidance Program*, a regional Mass Training of Teachers and Career Advocates for the implementation of Grade 11 Career Guidance Program will be conducted on May 8 – 10, 2017 at the DepEd Ecotech Center, Government Center, Sudlon, Lahug, Cebu City.
2. Regional Trainers (see Enclosure No. 1) from the 13 Schools Division Offices (SDOs), who completed the National Training of Trainers (NTOT) last January 30 – February 1, 2017, shall take the lead in conducting the mass training of teachers and career advocates.
3. The number of participants of the mass training per schools division is in Enclosure No. 2, to be endorsed by the Schools Division Superintendent to the Regional Office on May 5, 2017.
4. Participants are expected to be at the venue by 2:00 p.m. in Day 0 (May 8), with dinner as the first meal. Training program is found in Enclosure No. 3 for your reference.
5. Funds support for the mass training were downloaded with Sub-ARO dated November 6, 2016 to cover expenses for board and lodging, supplies, contingencies and other incidental expenses related to the training. Travelling expenses of field trainers and participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
6. For more information, all concerned may contact the Education Support Services Division (ESSD), DepEd Regional Office at telephone no. (032) 231-1309 and 254-7062 or through email address: giun.asp@gmail.com
7. For your action and compliance.


JULIET A. JERUTA, Ph.D., CESO V
Director III
Officer-In-Charge

JAI/FYA/ESSD/jp

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ EGA 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”

LIST OF REGION VII TRAINERS OF CAREER GUIDANCE PROGRAM

No.	Name	Official Station	Contact Details	
			Cell Phone Number	Email Address
1.	Lydia Damayo	City of Bogo	09355794420	lydiasdamayo@gmail.com
2.	Lope Hubac	Bohol	09186216304	pitoyhutoy@yahoo.com
3.	Loyda Posadas	Bohol	09216346738	loydz_sp@yahoo.com
4.	Jorisa Nova Mata	Carcar City	09154421099	somonet35@gmail.com
5.	Erlinda Melgo	Cebu City	09998826171/255-1516	darline145@yahoo.com
6.	Jone Ray Melgo	Cebu City	09335017888	jonemelgo@yahoo.com
7.	Jane O. Gurrea	Cebu City	09277424404	jpog63@yahoo.com
8.	Sheryl P. Baritua	Cebu Province	0922444893	sherylofcebu@yahoo.com
9.	Nena Bardoquillo	Cebu Province	09956146432	nenabards2000@yahoo.com
10.	Love Joy Almagro	Danao City	09395024963	almagrolovejoy@gmail.com
11.	Ma. Leana Rejuso	Lapu-lapu City	09321388839	leanarejuso@gmail.com
12.	Joan Mondala	Lapu-lapu City	09430915733/340-2283	joanmondala@yahoo.com
13.	Ofelia Marfa	Mandaue City	09216151551	ofelia.marfa@deped.gov.ph
14.	Marilou Doronilla	City of Naga	09322990603/272-7912	mariloudoronilla@yahoo.com
15.	Kristine Kilat	Siquijor	09052462547	kristine.kilat@gmail.com
16.	Evelyn Dumadag	Tagbilaran City	09183137013/501-9962	ivydumadag@gmail.com
17.	Glenn Tahanlangit	Talisay City	09267148669	glenntahanlangit@gmail.com
18.	Melna Mae Camoro	Toledo City	09261922764	melnamae.camoro@deped.gov.ph

(Enclosure No. 2 to DepEd Regional Memorandum No. 0304, s. 2017)

Number of Participants per Division for the Mass Training of Teachers

Division	Number of Participants
City of Bogo	33
Bohol	46
Carcar City	33
Cebu City	45
Cebu Province	46
Danao City	33
Lapu-lapu City	33
Mandaue City	33
City of Naga	33
Siquijor	45
Tagbilaran City	33
Talisay City	33
Toledo City	33

(Enclosure No. 3 to DepEd Regional Memorandum No. 0304, s. 2017)

**Mass Training of Teachers (MTOT) and Career Advocates on the Implementation of
Career Guidance Program (CGP) for Grade 11
May 8-10, 2017**

Tentative Program of Activities

Date TIME	May 8 Day 0	May 9 Day 1	May 10 Day 2
6:30-7:30AM	Breakfast		
7:45-8:00AM	Management of Learning		
8:00-12:00	Travel Time	<ul style="list-style-type: none"> * The Career Guidance Program Advocacy ◊ DOLE and TESDA * Legal Bases of CGP ◊ RA 9258 & IRR 10533 * Basics of Career Guidance * CGP Trends and Updates 	<ul style="list-style-type: none"> * Walkthrough of the Modules ◊ Modules 7-8 * Synthesis * Planning * Submission of Plans
12:00-1:00PM	Lunch Break		
1:00-2:00PM	Arrival / Registration Setting in <ul style="list-style-type: none"> * Opening Program * Expectation Setting * YFD Overview * Understanding the Standards of CGP 	<ul style="list-style-type: none"> * Facilitation Skills * Walkthrough of the Modules ◊ Modules 1-2 * Walkthrough of the Modules ◊ Modules 3-6 	<ul style="list-style-type: none"> * Submission of Plans * Clearing House * Closing Program
6:00-7:00PM	Dinner		



Republic of the Philippines
Department of Education

16 JAN 2017

DepEd MEMORANDUM
No. **8** s. 2017

**NATIONAL TRAINING OF TRAINERS AND MASS TRAINING OF TEACHERS
AND CAREER ADVOCATES FOR THE IMPLEMENTATION
OF GRADE 11 CAREER GUIDANCE PROGRAM**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Secondary School Heads
All Other Concerned

1. The Department of Education (DepEd), through the Bureau of Learner Support Services–Youth Formation Division (BLSS–YFD), will conduct the **National Training of Trainers (NTOT) and Mass Training of Teachers (MTOT) on the Implementation of Career Guidance Program**.

2. In line with the full implementation of the K to 12 Basic Education Program geared towards producing graduates who are ready for higher education, middle skills development, employment and entrepreneurship, DepEd implemented the Career Guidance Program (CGP) for Grade 10 pursuant to DepEd Order No. 41, s. 2015 entitled *Senior High School Career Guidance Program and Early Registration* to guide Grade 10 students and Senior High School (SHS) entrants in making informed decisions regarding their choice of SHS track. The implementation of the career guidance program is also stipulated under Rule V. Career Guidance and Counseling Advocacy, specifically Sections 17 to 20 of the Implementing Rules and Regulations (IRR) of RA 10533, otherwise known as the *Enhanced Basic Education Act of 2013*.

3. The training of trainers aims to:

- a. build the capacity of trainers to conduct the mass training of teachers or career guidance advocates; and
- b. prepare each region's mass training plan.

4. The participants are teacher trainers, career guidance counselors or advocates and supervisors recommended by their respective regional offices based on the criteria found in Enclosure No. 1. The participants shall include one Regional YFD Coordinator from the Education Support Services Division, who shall monitor and lead regional participants during the NTOT and oversee the conduct of mass training of teachers or career advocates. Their names including their travel authority shall be submitted to blss.yfd@deped.gov.ph on or before **January 6, 2017** which shall be signed by the concerned regional directors. Only those who completed the NTOT shall serve as trainers during the mass training. The number of trainers per region is in Enclosure No. 2.

5. Below are the details for the NTOT by cluster:

Cluster	Participating Region	Date	Venue
Luzon: Batch 1	I, IV-A, IV-B, and National Capital Region	February 8-10, 2017	NEAP, MalvarBatangas
Luzon: Batch 2	II, III, V, and Cordillera Administrative Region	February 14-16, 2017	Baguio City (specific venue to be announced)
Visayas	VI, VII, VIII, and Negros Island Region	January 30-February 1, 2017	Ecotech Center Lahug, Cebu City
Mindanao	IX, X, XI, XII, Caraga and Autonomous Region of Muslim Mindanao	February 21-23, 2017	Davao City (specific venue to be announced)

6. The travel expenses and board and lodging of trainers, resource speakers, management staff and participants to this NTOT shall be charged to OSec Funds. Likewise, travel expenses of the participants shall be reimbursed upon presentation of complete travel documents subject to the usual accounting and auditing rules and regulations.

7. Participants are expected to be at the venue by 2:00 p.m. in Day 0, with dinner as the first meal. Training program is found in Enclosure No. 3 for reference.

8. This core of trainers shall take the lead in conducting the mass training of teachers and career advocates in their respective regions. The training intends to equip teachers with concrete understanding on career guidance and capabilities to perform tasks to effectively deliver the program to the learners. The participants to the mass training are permanent or regular teachers handling Grade 11 in all public Senior High Schools. The three-day mass training shall commence right after the conduct of the national training for each region.

9. The funds support for the mass training were downloaded to the regions with Sub-ARO dated November 6, 2016 to cover expenses for board and lodging, supplies, contingencies and other incidental expenses related to the training. The details are found in Enclosure No. 4 for reference.

10. The mass training will be monitored by the management in coordination with the Bureau of Curriculum Development and National Educators Academy of the Philippines. Enclosure No. 5 will serve as guide or template for the Summary of Report.

11. The participants, trainers and management staff in the NTOT and MTOT shall be entitled to service credits in accordance with DepEd order No. 53, s. 2003 entitled *Updated Guidelines on the Grant of Vacation Service Credits* to teachers. Likewise, non-teaching personnel, including management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

12. For more information, all concerned may contact the **Bureau of Learner Support Services–Youth Formation Division (BLSS-YFD)**, Department of Education (DepEd) Central Office, 3rd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 637-9814; mobile no. 0928-740-3511 or through email address: blss.yfd@deped.gov.ph

13. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated

Reference:
DepEd Order (No. 41, s. 2015)

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

SENIOR HIGH SCHOOL
STUDENTS
TEACHERS
TRAINING PROGRAMS