



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

January 22, 2024

DIVISION MEMORANDUM

NO: 045 s. 2024

**OFFICIAL LIST OF PARTICIPANTS FOR THE CAPACITY BUILDING FOR GUIDANCE
COUNSELORS**

TO: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Public Secondary Principals
All Others Concerned

1. This Office hereby disseminates Regional Memorandum No. 069 s. 2024 titled "Official List of Participants for the Capacity Building Program for Guidance Counselors," which is self-explanatory.
2. Attention Cogon National High School, please read attached Memorandum for more details.
3. Immediate and wide dissemination of this Memorandum is desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

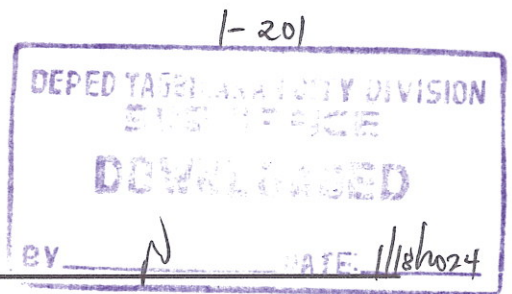
WDB/EQA/SGOD/MCC/fct



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

17 JAN 2024

REGIONAL MEMORANDUM

No. **069**, s. 2024

OFFICIAL LIST OF PARTICIPANTS FOR THE CAPACITY BUILDING FOR GUIDANCE COUNSELORS

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Pursuant to DM-OUHROD-2023-1307 dated September 15, 2023 from the Office of the Undersecretary for Human Resource and Organizational Development, this office, through the Human Resource Development Division (HRDD) disseminates the enclosed **Official List of Participants for the Capacity-Building Program for Guidance Counselors**.
2. For details, attached is the Communication.
3. For queries, you may reach us through 0917-711-1697 and look for Mr. Misael G. Borgonia, Chief Education Supervisor of the HRDD and NEAP-R Focal Person.
4. For the information and compliance of all concerned.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/FYA/HRDD/MGB/jmdv






Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

OFFICIAL LIST OF PARTICIPANTS FOR THE CAPACITY BUILDING FOR GUIDANCE COUNSELORS

No	Name	Sex	School	Position
1	BANARES, GELLY-ANN CABARLES	F	CITY OF BOGO SCIENCE AND ARTS ACADEMY	GUIDANCE 2
2	SUEDEN LANJE	F	BOHOL PROVINCE	
3	JOHN PAUL T. SALINDO, RGC	M	JOSE B. CARDENAS MEMORIAL HIGH SCHOOL-MAIN CAMPUS	GUIDANCE SERVICES SPECIALIST I
4	MARIA ELLEN G. CABAL	F	CARCAR CENTRAL NHS	SHS- GUIDANCE COUNSELOR II
5	NERIZZA CONIE E. CAMACHO	F	ABELLA NATIONAL SCHOOL	GUIDANCE COUNSELOR III
6	CHARLES MATTHEW T. JAPITAN	M	TUBOD NATIONAL HIGH SCHOOL - MINGLANILLA	GUIDANCE COUNSELOR II
7	DONATA C. ABALO, RGC	F	TUYAN SENIOR HIGH SCHOOL	DIVISION GUIDANCE COUNSELOR
8	DULCE MARIA ROSARIO DE GUZMAN	F	DUMAGUETE CITY NATIONAL HIGH SCHOOL	GUIDANCE COUNSELOR II
9	RINGGO M. GEOPANO	M	GUIHULNGAN NATIONAL HIGH SCHOOL POBLACION	GUIDANCE COUNSELOR I
10	JUNIDES O. ARO	M	BABAG NATIONAL HIGH SCHOOL - SHS	GUIDANCE COUNSELOR II
11	ANNIE V. PINTOR	F	CABANCALAN NATIONAL HIGH SCHOOL	GUIDANCE COUNSELOR III
12	KATHLEEN D. OMOSO	F.	SIBULAN NATIONAL HIGH SCHOOL	GUIDANCE SERVICES

No	Name	Sex	School	Position
				SPECIALIST I
13	MARICHELL AGUAVIVA WILSON	F	COGON EVENING CLASS	GUIDANCE COUNSELOR II
14	NIÑA ERICA U. OMAYAO	F	CANSOJONG NATIONAL HIGH SCHOOL	GC II
15	NICAH MAAN C. ACOJIDO	F	SDO TANJAY	GUIDANCE SERVICES SPECIALIST I
16	DARWIN L. BRAVANTE	M	DO	GCII


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
 Director IV
 Regional Director



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1307

: **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
HUMAN RESOURCE DEVELOPMENT DIVISION CHIEFS
NEAP-R FOCAL PERSONS
ALL OTHERS CONCERNED

FROM : **GLORIA JUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS**

DATE : September 15, 2023

1. Under RA 11713 *Excellence in Teacher Education Act*, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), is mandated to provide quality professional development programs to teachers, school leaders, and other teaching-related personnel.
2. Consistent also with the Department's MATATAG agenda which emphasizes commitment to promoting learners' well-being, inclusive education, and positive learning environment, and giving support to teachers to teach better, NEAP, in partnership with the Unilab Foundation, will conduct a capacity-building program for Registered Guidance Counselors (RGCs) to help them become effective gatekeepers in the school setting.
3. The program aims to:
 - a. Recognize risk factors and warning signs that may indicate a learner's need for mental health support.
 - b. Demonstrate understanding of utilizing different techniques and tools to deliver counseling remotely and face-to-face.
 - c. Identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselor and counseling supervision in suicide prevention and mental health support.
4. The capacity-building program will be attended by duly Registered Guidance Counselors (RGC) assigned in schools who are occupying Guidance Counselor Plantilla items and duly Registered Guidance Counselors (RGC) assigned to the Schools Division Offices (SDOs) and Regional Offices (ROs) who are serving as focal persons.

5. The details of the activities are as follows:

ACTIVITY	DATE	VENUE
Cluster 1	January 22-26, 2024	NEAP NCR, Marikina <i>Address: #20 Cepeda St., Concepcion, Marikina City</i>
Cluster 2	February 5-9, 2024	
Cluster 3	February 19-23, 2024	
Cluster 4	October 9-13, 2023	
Cluster 5	October 23-27, 2024	
Cluster 6	January 8-12, 2024	

6. The Regional Directors, through the HRDD Chief or NEAP R Focal Persons, are requested to submit an official list of participants using the template in *Enclosure 3* to neap.pdd@deped.gov.ph copy furnished fleura.lorenzo@deped.gov.ph and macecilia.ferraz@deped.gov.ph with subject line **(ENDORSEMENT) Region XX Participants of Capacity-Building Program for RGCs on or before September 29, 2023, Friday.**

7. For confirmation of attendance, all participants must register on this link: bit.ly/CapBuildRGCs on or before **October 4, 2023, Wednesday.**

8. The cost of board and lodging of the participants shall be charged against NEAP-PDD HRD funds while travel and other incidental expenses shall be charged to their respective local funds, subject to the usual accounting, budgeting, and auditing procedures.

9. Meals and accommodations are as follows:

MEALS	Day 0 (Mon)	Day 1 (Tues)	Day 2 (Wed)	Day 3 (Thurs)	Day 4 (Fri)
Breakfast		✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snacks	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

10. For the conduct of the aforementioned activities that will fall on weekends and holidays, the Regional Office and/or Schools Division Office is requested to provide Compensatory Time-Off (CTO) to the participants to compensate for time rendered that is supposed to be for personal use and rest.

11. All participants are required to bring their own laptop, laptop charger, and extension cord as completion of outputs will be accomplished in the venue. Please be reminded as well to bring maintenance medications if you have any.

12. Attached to this memorandum are the following:

- Enclosure 1: List of Participants
- Enclosure 2: Program Matrix
- Enclosure 3: Endorsement Letter Template

13. Should you have further questions or clarifications, please contact **Ms. Millie Jane Fudolig, RGC, Rpm**, or **Ms. Fleura Karina Lorenzo** of NEAP-PDD, at the phone number (02) 8715 9919 or via email at millie.fudolig@deped.gov.ph or fleura.lorenzo@deped.gov.ph.
14. Immediate dissemination of and appropriate action on this memorandum is desired.

[NEAP-PDD/Lorenzo]

Enclosure 1: List of Participants

PROGRAM MANAGEMENT TEAM			
NO.	NAME	POSITION	OFFICE
1.	Millie Jane T. Fudolig, <i>RGC, Rpm</i>	SEPS	NEAP-PDD
2.	Ma. Cecilia S. Ferraz	PDO II	NEAP-PDD
3.	Fleura Karina C. Lorenzo	Technical Asst II	NEAP-PDD
4.	Jojet T. Gabriel	Admin Support II	NEAP-PDD
5.	QAD Representative		NEAP-QAD

DATE	ACTIVITY	REGION	NO. OF PARTICIPANTS	VENUE
October 9-13, 2023	CLUSTER 4	I	20	NEAP NCR, MARIKINA
		III	22	
		IV - A	20	
October 23-27, 2023	CLUSTER 5	II	20	
		IV - B	20	
		V	22	
January 8-12, 2024	CLUSTER 6	VI	22	
		VIII	15	
January 22-26, 2024	CLUSTER 1	VII	15	
		IX	16	
		XII	16	
		XIII	15	
February 5-9, 2024	CLUSTER 2	X	25	
		XI	22	
February 19-23, 2024	CLUSTER 3	NCR	25	
		CAR	22	

Enclosure 2: Program Matrix

**CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS
NEAP NCR, MARIKINA**

DAY 0 (MONDAY)	
Inclusive Time	Program
ARRIVAL OF PARTICIPANTS	
1:00 pm – 2:00 pm	Registration
2:00 pm – 3:00 pm	Opening Program <ul style="list-style-type: none"> • National Anthem • Ecumenical Prayer • DepEd QPS • Welcome Remarks • Introduction of Participants • Photo Documentation • Session Norms
3:00 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 4:00 pm	Program Overview
4:00 pm – 4:30 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 0	

DAY 1 (TUESDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 10:00 am	SESSION 1 Module 1: Basic Skills for All Personnel Lecture 1.1 Suicide and the School
10:00 am – 10:30 am	HEALTH BREAK
10:30 am -12:00 pm	Continuation of Lecture 1.1 Suicide and the School
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:30 pm	SESSION 2 Lecture 1.2 How to RACE Against Suicide
2:30 pm – 3:00 pm	HEALTH BREAK
3:00 pm – 4:00 pm	Continuation of Lecture 1.2 How to RACE Against Suicide
4:00 pm – 4:30 pm	Case Simulation

4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 1	

DAY 2 (WEDNESDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 10:00 am	SESSION 3 Module 2: Advanced Skills Prevention for Counselors and Health Staff
10:00 am- 10:30 am	HEALTH BREAK
10:30 am- 12:00 pm	Continuation of Module 2
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 PM – 2:30 pm	SESSION 4 Lecture 2.2 Overview of Suicide Intervention Based on Severity
2:30 pm – 3:00 pm	HEALTH BREAK
3:00 pm – 4:30 pm	Continuation of Lecture 2.2 Overview of Suicide Intervention Based on Severity
4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 2	

DAY 3 (THURSDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 9:30 am	WORKSHOP 5 Basic Counseling
9:30 am – 10:00 am	WORKSHOP 6 Simulation and Feedback
10:00 am – 10:30 am	HEALTH BREAK
10:30 am – 11:00 am	Continuation of Workshop 6 Simulation and Feedback
11:00 am – 12:00 pm	WORKSHOP 7 Referral System
12:00 pm – 1:00 pm	LUNCH BREAK

1:00 pm – 1:30 pm	Continuation of Workshop 7 Referral System
1:30 pm – 2:30 pm	WORKSHOP 8 Professional Counseling Supervision
2:30 pm- 3:00 pm	WORKSHOP 9 Simulation of Counseling Skills on Counseling Supervision
3:00 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 4:30 pm	WORKSHOP 10 Self-Care and Action Plans
4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 3	

DAY 4 (FRIDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 10:00 am	Introduction of Program Development and Concepts; Steps on Program Development
10:00 am – 10:30 am	HEALTH BREAK
10:30 am – 12:00 pm	Presentation of Guidance Program and Feedback
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:00 pm	CLOSING PROGRAM
HOME SWEET HOME	

Enclosure 3: Endorsement Letter Template

<Regional Office Header>

<Month> <day>, 2023

JENNIFER E. LOPEZ

Director III

Officer-in-Charge, Office of the 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					
3					
4					
5					

Thank you very much!

Sincerely yours,

<Full Name of Regional Director>

<Position>