



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

**Office of the Schools Division
Superintendent**

June 09, 2025

DIVISION MEMORANDUM
No. 323, s. 2025

DIVISION TRAINING FOR CAREER ADVOCATES

To: Chief, CID and SGOD
All Public Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 0259, s. 2025 dated March 17, 2025, this Office through the School Governance and Operations Division (SGOD) announces the conduct of the **Division Training for Career Advocates on June 17-21, 2025**. The venue will be announced in a separate memorandum.

2. Participants for this training include **one (1) male teacher** and **one (1) female teacher** from each public secondary school. Each participant must fill in the pre-registration using the link below:

<https://docs.google.com/spreadsheets/d/19xnzzbkiYQDht-oSD6X22TnajQOZ3boa6OEXIOHs8so/edit?gid=0#gid=0>

3. For information and widest dissemination.


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/JAL/SGOD/MCC/jpp



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

Office of the Regional Director

REGIONAL MEMORANDUM

No. **0259**, s. 2025

17 MAR 2025

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

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

1. Attached is Memorandum DM-OASOPS-2024-11-604 titled **Implementing Guidelines on the Conduct of the Career Guidance Program School-Based Training of Career Advocates (SBTCA)**, which is self-explanatory.
2. Please refer to the enclosed communication for details.
3. For information and compliance of all concerned.


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

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DepEd Tayo Region VII



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Republika ng Pilipinas

Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS
BUREAU OF LEARNER SUPPORT SERVICES
School Health Division | School Sports Division | Youth Formation Division

Office of the Undersecretary for Curriculum and Teaching
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MEMORANDUM

DM-OASOPS-2024-11 - 604

FOR : **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, Officer-In-Charge,
Office of the Undersecretary 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) strands¹ - Operations through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), Curriculum and Teaching through the Bureau of Curriculum Development (BCD), 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 to the Asian 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)** on or before the 1st to 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

1. Department of Education (DepEd) Order No. 31, s. 2012 and Office of the Undersecretary for Operations (OASOPS) Memorandum No. 2021-03-0139, et al. Bureau of Curriculum Development and Assessment (BCDA) and Office of the Undersecretary for Operations (OASOPS) Memorandum No. 2023-03-0139, Implementing the DepEd School-Based Training of the DepEd Career Guidance Program for School Year 2023-2025.



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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.

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 CGP 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	M1S1: 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	M1S2: 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	M1S3: The History of Career Guidance
2:15 p.m. – 3:00 p.m.	45 min	M1S4: 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	M1S4: Career Education in the Context of Guidance
3:45 p.m. – 4:45 p.m.	60 min	M1S5: 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)		
Inclusive Time	Mins	Program
8:00 a.m. - 8:30 a.m.	30 min	Management of Learning
8:30 a.m. - 10:00 a.m.	90 min	M3S10: Guidance Service as Delivery System
10:00 a.m. - 10:15 a.m.	15 min	Health Break
10:15 a.m. - 12:00 p.m.	105 min	M3S10: Guidance Service as Delivery System (continuation)
12:00 p.m. - 1:00 p.m.	60 min	Lunch Break
1:00 p.m. - 3:00 p.m.	120 min	M3S11: Co-curricular Activities as Delivery System
3:00 p.m. - 3:15 p.m.	15 min	Health Break
3:15 p.m. - 4:30 p.m.	75 min	M3S12: DO No. 30 s. 2017 (Guidelines for Work Immersion) and DO No. 39 s. 2018 (Clarification and Additional Information to DO No. 30 s. 2017)
4:30 p.m. - 5:00 p.m.	30 min	End of the day evaluation/clearing house / other reminders

DAY 5 (Friday)		
Inclusive Time	Mins	Program
8:00 a.m. - 8:30 a.m.	30 min	Management of Learning
8:30 a.m. - 10:00 a.m.	90 min	WAP Orientation
10:00 a.m. - 10:15 a.m.	15 min	Health Break
10:15 a.m. - 12:00 p.m.	105 min	Post Test Closing Program End of the day evaluation/clearing house / other reminders
12:00 p.m. - 1:00 p.m.	60 min	Lunch Break

HOME SWEET HOME