

### Department of Education

## REGION XI SCHOOLS DIVISION OF DAVAO DEL NORTE

#### Office of the Schools Division Superintendent

#### DIVISION MEMORANDUM CID-2025-0262

TO:

Janette G. Veloso, CESO VI, Assistant Schools Division Superintendent

Eduard C. Amoguis, ED.D, Chief Education Supervisor Adones P. Layaguin, ED.D, Education Program Supervisor

Ana N. Redaniel, ED.D, Public Schools District Supervisor-Kapalong East

Oliver C. Emata, Principal IV-Kapalong National High School

SUBJECT: ATTENDANCE TO THE TRAINING OF THE TRAINERS FOR THE SPECIALIZED

TRAINING PROGRAM FOR GUIDANCE DESIGNATES-PHASE 3 AND 4

**DATE:** February 26, 2025

- 1. Relative to Regional Memorandum HRDD-2025-039 titled "Attendance to the Training of Trainers for the Specialized Training Program for Guidance Designates Phase 3 and 4", this Office informs the participation of Mr. Youngsil D. Capoy, Guidance Counselor III of Kapalong National High School, in the Training of Trainers for the Specialized Training Program for Guidance Designates on April 7-11, 2025, at Ecotech Center, Lahug, Cebu City.
- 2. The participant's board and lodging will be charged against NEAP Human Resource Development (HRD) funds, while transportation, per diem, and other incidental expenses will be charged to the downloaded HRD funds, subject to the usual accounting and auditing rules and regulations.
- 3. This Office encourages strict compliance with the Equal Opportunity Principle (EOP) to ensure that the participant of this training experiences fair and equal treatment.
- 4. Immediate dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA, CESO V

Schools Division Superintendent

For the Schools Division Superintendent

JANETTE G. VELOSO, CESO VI
Assistant Schools Division Superintendent

cid/apl

fn: Attendance To The Training Of The Trainers For The Specialized Training Program For Guidance Designates-Phase 3
And 4

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Address: Mankilam, Tagum City, Davao del Norte

Telephone Number: (084) 823 5170

Website: www.depeddavnor.ph | Facebook: DepEd Davao del Norte



### Department of Education

DAVAO REGION

February 17, 2025

REGIONAL MEMORANDUM HRDD-2025-039

ATTENDANCE TO THE TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES-PHASE 3 AND 4

To: Assistant Regional Director Schools Division Superintendents

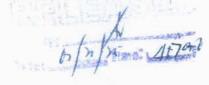
Curriculum Learning and Management Division

Human Resource Development Division

- 1. Herewith is DM-OUHROD-2025-0327 from the Bureau of Human Resource and Organizational Development on the conduct of the Training of Trainers for the Specialized Training Program for Guidance Designates on April 7-11, 2025 at Ecotech Center, Lahug, Cebu City. For information relative to the training, refer to the enclosures.
- 2. Participants' board and lodging will be charged against NEAP Human Resource Development (HRD) funds while transportation, per diem, and other incidental expenses will be charged to downloaded HRD funds, Subject to the usual the usual accounting and auditing rules and regulations.
- 3. Contact Millie Jane Fudolig or Fleura Karina Lorenzo through neap.pdd@deped.gov.ph or (02) 8715-9919, for inquiries.
- 4. Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO

Encl.: As stated ROH5/mbt









Address: F. Torres St., Davao City (8000) Telephone Nos.: (082) 291-0051 Email Address: region11@deped.gov.ph

Website: www.depedroxi.ph





### Department of Education

DAVAO REGION

### Enclosure 1

#### LIST OF PARTICIPANTS

No.		Sex	RO/SDO/ School	Position
1	Elden Orbeta	M	CID-SDO Panabo City	Education Program Supervisor
2	Jeoffrey L. Bernabe	M	RO-HRDD	Senior Education Program Specialist
3	Melecare M. Carillo	F	Tagum National High School	Guidance Counselor III
4	Adlawan, Jazenn Jane	F	Davao City- Tagakpan NHS	Guidance Counselor I
5	Amodia, Michelle H.	F	Davao City-Talomo NHS	Guidance Counselor I
6	Zafico, Jorge Jr. G.	M	Davao City- Catalunan Pequeno NHS	Guidance Counselor I
7	Estoque, Johanni T.	F	Davao City-Leon Garcia NHS	Guidance Counselor II
8	Espanol, Shella T.	F	Davao City-Mintal Comprehensive HS	Guidance Counselor II
9	Luib, Rhea O.	F	Davao City-F. Bustamante NHS	Guidance Counselor II
10	Paclibar, Maribel P.	F	Davao City-Bernardo Carpio NHS	Guidance Counselor II
11	Young Sil D. Capoy	F	Davao del Norte- Kapalong NHS	Guidance Counselor
12	Tampipi, Annalou L.	F	Davao Del Sur- Hagonoy NHS	Guidance Counselor
13	Torres, Mae Laarni L.	F	Digos City NHS	Guidance Counselor
14	Orge, Divina E.	F	Senior HS in Digos City	Guidance Counselor II
15	Veras, Aileen M.	F	IGACOS-SDO	Guidance Counselor II
16	Balunos, Julie Cristy C.	F	IGACOS-SDO	Guidance Counselor II
17	Rynne Marriez P. Olea	F	Davao Oriental-SDO	Guidance Counselor II
18	Awa-ao, Dominique P.	F	Mati National Comprehensive High School	Teacher III
19	Juliet Dosol-Raganas	F	Panabo City-SDO	Guidance Coordinator
20	Nenita L. Carredo	F	Panabo City NHS	Guidance Counselor
21	Sharon Rose O. Cuizon	F	Panabo City-A.O. Floirendo NHS	Guidance Counselor













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. CAERAL

Undersecretary

Human Resource and Organizational Development

### Carmela Caraian

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."
- 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:

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











 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;

b. One (1) representative from the RO - HRDD/NEAP R; and

 One (1) Education Program Supervisor (Edukasyon sa Pagpapakatao/Values Education/GMRC).

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.pddadeped.gov.ph (copy furnished fleura.lorenzoadeped.gov.ph) millie.fudoligadeped.gov.ph) with subject line "[ENDORSEMENT] Region Participants to the Training of Trainers for Guidance Designates" on or before 28 February 2025.
- 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

QR Code:



- 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).
- 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	Day 4 Wed	Day 5	Day 6
Breakfast		1	J	770	11111	Fri
AM Snack		./	7	V	V	V
Lunch		~	· · ·	V	1	1
PM Snack		V.	-	V	<b>/</b>	1
		4	1	1	1	1
Dinner	1	1	1	1	J	ACCOUNT OF THE

 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.).





Room 102, Real Building, Deptid Complex, Meralco Ave. Pasig City 1600 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549 Email Address: disc brod@deped.gov.ph.) Webater story deped.gov.ph

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Effectivity	03.23.2023	Page	2 of 3



- 9. The participants' board and todging 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 or landline (02) 8715-9919.
- 13. For immediate dissemination and appropriate action.

#### Enclosures:

Enclosure ! - 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

[NEAD-PDD/ Fudolig]













### Department of Education

### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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!

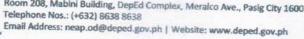
Sincerely yours,

<Full Name of Regional Director>

<Position>







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### Department of Education

### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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		
8:00am-8:30am	Opening Program		Management of Learn	ning	J		
8:30am-10:00am	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)		
10:00am-10:15am		HI	EALTH BREAK				
10:15am-12:00pm	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		
12:00pm-1:00pm		L	LUNCH BREAK				
1:00-3:00pm	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		
3:00pm-3:15pm		HEALTH BREAK					
3:15pm-4:45pm	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			
4:45pm-5:00pm		End o	f Day Evaluation				









### Department of Education

#### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

#### TRAINING OF TRAINERS - PHASE 4

TRAINING PROGRAM FOR GUIDANCE DESIGNATES April 7 – 11, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Opening Program		Management of Learn	ning	
8:30am-10:00am	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)
10:00am-10:15am		HE	CALTH BREAK		
10:15am-12:00pm	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
12:00pm-1:00pm		L	unch break		
1:00-3:00pm	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
3:00pm-3:15pm		HE	EALTH BREAK		
3:15pm-4:45pm	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	
4:45pm-5:00pm		End o	f Day Evaluation		









# **Department of Education**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3

#### LIST OF THE PARTICIPANTS

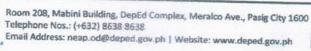
TRAINING OF TRAINERS FOR GUIDANCE DESIGNATES

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

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









### Department of Education

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				
2. Alexander Simagala	Project Development Officer IV				
3. Millie Jane T. Fudolig	Senior Education Program Specialist	NEAP- Professiona			
4. Eric T. Sarmiento	Administrative Officer V	Development Division			
5. Fleura Karina C. Lorenzo	Technical Assistant II	Division			
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
10.	Mark Risty S. Tan- awon	N/A	Zamboanga del	IX	III Guidance Counselor I
11.	Joan B. Cañeda	Iligan City National High School	Iligan City	х	Guidance Coordinator
12.	Melecare M. Carrillo	Tagum National High School	Tagum City	XI	III Guidance Counselor III
13.	Ryan A. Betoya	General Santos City SPED Integrated School	General Santos Cita	XII	Guidance Counselor II
14.	Generuth M. Bagaforo	N/A	Santos City  Butuan City	CARAGA	Education Program Specialist II







Email Address: neap.od@deped.gov.ph | Website: www.deped.gov.ph

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# Department of Education NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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



