



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DIVISION MEMORANDUM
SGOD-2026-0044

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Education Program Supervisors
Public School District Supervisors
Division Section Heads
All School Heads

Subject: **SUBMISSION OF THE APPROVED WORKPLACE APPLICATION PLAN ON
SBTCA**

Date: January 28, 2026

1. In reference to Regional Memorandum HRDD-2026-013 dated January 23, 2026, this Office hereby directs all concerned participants, as listed in the attached document, of the School-Based Training for Career Advocates (SBTCA) conducted on December 18–22, 2025 (Batch 1) and December 26–30, 2025 (Batch 2), to submit their duly approved Workplace Application Plan (WAP) on or before January 29, 2026, through the official link: <https://tinyurl.com/tt9d2f5>.
2. In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.
3. Immediate dissemination of this memorandum is desired.


REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent 





Republic of the Philippines
Department of Education
 DAVAO REGION

January 23, 2026

REGIONAL MEMORANDUM
 HRDD-2026-013

**SUBMISSION OF THE APPROVED WORKPLACE APPLICATION
 PLAN ON SBTCA**

To: Assistant Regional Director
 Schools Division Superintendents

1. Pursuant to RM-HRDD-2025-302, the participants of the recently conducted School-Based Training for Career Advocates (SBTCA) in December 18-22, 2025 (Batch 1) and December 26-30, 2025 (Batch 2), are advised to submit the approved Workplace Application Plan (WAP) via <https://tinyurl.com/tt9d2f53> on or before January 29, 2026. Relevant details and other information are found in the enclosures.
2. Further, the Division HRD Senior Education Program Specialist with the assistance of Education Program Specialist II, and the Career Guidance focal persons are requested to facilitate the prompt submission of documents from their respective SDOs, for endorsement to Regional Office duly signed by the Schools Division Superintendent.
3. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
 Director IV

Encl.: As Stated.
 ROH3/glv

DEPARTMENT OF EDUCATION RO XI
 RECORDS SECTION
RELEASED

By: _____ Date: _____ Time: Jan. 26, 2026

RECORDS

120/2025

Republic of the Philippines
Department of Education
DAVAO REGION

December 4, 2025

REGIONAL MEMORANDUM
HRDD-2025-302

SCHEDULE FOR THE CONDUCT OF CAREER GUIDANCE PROGRAM SBTCA

To: Assistant Regional Director
Schools Division Superintendents

1. This has reference to DM-OUOPS-2025-10-01445 titled Online Orientation on the Implementing Guidelines of the Career Guidance Program School-Based Training of Career Advocates (CGP SBTCA), and RM-HRDD-2025-206 dated August 6, 2025, be informed that the activity is scheduled on December 18-22, 2025 (Batch 1) and December 26-30, 2025 (Batch 2) to a venue that is yet to be determined. Relevant details, program matrix, list of participants, and other information are found in the enclosures.
2. The participants are entitled to earn Service Credits when the training falls on Saturdays, Sundays, and Holidays in accordance with DO 53, s. 2003 "Granting of Vacation Service Credits to Teachers", and the non-teaching personnel is entitled to Compensatory Overtime Credit (COC). Further, teacher-participants shall adhere to Regional Memorandum No. 025, s. 2023, known as Regional Policy Guidelines in the Substitution of Classes and Granting of Service Credits to strengthen time on tasks and minimize disruption of classes.
3. For queries, email hrddneapral1@gmail.com.
4. Immediate dissemination of this Memorandum is directed.

ALLAN G. FARNAZO
Director IV 8

Encl.: As stated
ROH3/glv

Republic of the Philippines
Department of Education
DAVAO REGION

Number of Participants per Schools Division Office

No.	SDOs	Batch 1	Batch 2	Total
1	Davao City	50	50	100
2	Davao de Oro	25	25	50
3	Davao del Norte	20	20	40
4	Davao del Sur	35	35	70
5	Davao Occidental	15	15	30
6	Davao Oriental	20	20	40
7	Digos City	10	10	20
8	IGACOS	10	10	20
9	Mati City	10	10	20
10	Panabo City	10	10	20
11	Tagum City	10	10	20
Total		215	215	430