



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

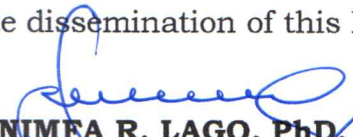
March 21, 2025

DIVISIONAL MEMORANDUM
Unnumbered, s. 2025

**PARTICIPANTS IN THE CONDUCT OF THE TRAINING OF TRAINERS
FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE
DESIGNATES-PHASES 3 AND 4**

To: **DONECA GOLDWYN D. BALOS, RGC-Ozamiz City Schools of Arts and Trades**
KENDRID MARIE Q. BEHIS, RGC- Pulot National High School
ALDRIN L. PANAGUITON, RGC- Ozamiz City National High School
ZARI SHANE RECTO, RGC-Jose Lim Ho National High School
This Division

1. In reference to Regional Memorandum No. 179, s. 2025, re: Participants in the Conduct of the Training of Trainers for the Specialized Training Program for Guidance Designates-Phases 3 and 4, you are hereby directed to attend the said activity at DepEd Ecotech Center, Lahug, Cebu City on April 7-11, 2025.
2. Board and lodging for all participants shall be charged against NEAP HRD Funds while travel, per diem and other incidental expenses shall be charged to the downloaded HRD Funds for this purpose, subject to the usual accounting, budgeting and auditing rules and regulations.
3. Attached is the DepEd Memorandum DM-OUHROD-2025-0327 for more details.
4. Participation of the Registered Guidance Counselors in the Training of Trainers for the Specialized Training Program for Guidance Designates-Phases 3 and 4 is in adherence to this Office's Implementation of Equal Opportunity Policy (EOP) that is regardless of age gender, sexual orientation, gender identity, ethnicity, civil status, disability, religion, political affiliation, among others.
5. This Office directs the immediate dissemination of this Memorandum.


NIMFA R. LAGO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

Encl.: DM-OUHROD-2025-0327

Reference: Regional Memorandum No. 179, s. 2025

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

GUIDANCE PROGRAM TRAINING PROGRAM

JAG/DA Participants in the Conduct of the Training of Trainers for the Specialized
Training Program for Guidance Designates -Phases 3 and 4
____/March 21, 2025

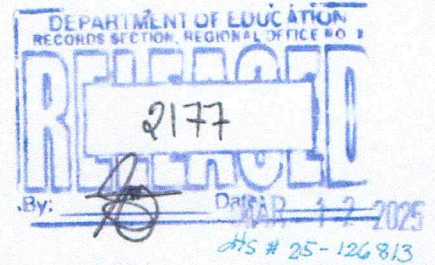


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Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



March 11, 2025

Regional MEMORANDUM
 No. 179, s. 2025

**PARTICIPANTS IN THE CONDUCT OF THE TRAINING OF TRAINERS
 FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE
 DESIGNATES-PHASES 3 AND 4**

To: Schools Division Superintendents
 Division of Iligan City
 Division of Malaybalay City
 Division of Misamis Occidental
 Division of Oroquieta City
 Division of Ozamis City
 Regional Functional Division Chiefs
 Curriculum and Learning Management Division
 Human Resource Development Division
 All Others Concerned

1. Regarding **DepEd Memorandum DM-OUHRD-2025-0327** titled **Conduct of the Training of Trainers for the Specialized Training Program for Guidance Designates-Phases 3 and 4**, the following are the identified participants who shall attend the activity at DepEd Ecotech Center, Lahug, Cebu City, on April 7-11.

	Name	Position	Office/SDO
a.	Rebecca P. Postrano, RGC	Education Program Supervisor	HRDD -RO
b.	Romeo Balandra	Values Education Supervisor	CLMD -RO
c.	Riza June M. Sanson, RGC	Guidance Counselor III	SDO Iligan City
d.	Evangelyn P. Vergara, RGC	Guidance Counselor II	SDO Iligan City
e.	Sheila Martie B. DuronS, RGC	Guidance Counselor II	SDO Iligan City
f.	Melody D. Macarayo, RGC	Guidance Counselor III	SDO Iligan City
g.	Al Francis L. Macarayo, RGC	Guidance Counselor III	SDO Iligan City
h.	Maricris T. Gallardo	Guidance Counselor I	SDO Iligan City
i.	Frances Joan Quiapo, RGC	Guidance Counselor III	SDO Iligan City
j.	RacquelC. Santos, RGC	Guidance Counselor I	SDO Iligan City
k.	Catherine V. Octaviano, RGC	Guidance Counselor II	SDO Iligan City
l.	Angelina M. Tamala, RGC	Guidance Counselor II	SDO Malaybalay City
m.	Ainee R. Fuentes, RGC	Guidance Counselor	SDO Misamis Occidental
n.	Xenia Caryl Dando, RGC	Guidance Coordinator III	SDO Misamis Occidental
o.	Emma P. Borromeo, RGC	Guidance Counselor II	SDO Oroquieta City
p.	Aldwin Murphy B. Kwek, RGC	Guidance Counselor III	SDO Oroquieta City
q.	Donca Goldwyn D. Balos, RGC	Guidance Counselor III	SDO Ozamis City
r.	Kendrid Marie Q. Behis, RGC	Guidance Counselor II	SDO Ozamis City
s.	Aldrin L. Panaguiton, RGC	Guidance Counselor II	SDO Ozamis City
t.	Zari Shane Recto, RGC	Guidance Counselor II	SDO Ozamis City

2. The participants are the registered guidance counselors (RGCs) with a guidance counselor plantilla items who have not yet attended Phases 1 and 2, one representative from the RO-HRDD, and one education program supervisor in Edukasyon sa Pagpakatao.



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
 Telephone No: (088) 881-3137
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 Website: r10.deped.gov.ph

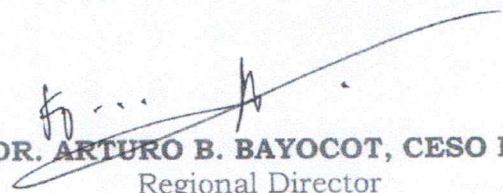
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Upon completion of the training, they will form part of the NEAP Faculty who will be responsible for capacitating Guidance Designates in the Region.

3. The participants are requested to confirm their attendance through <https://bit.ly/TOTGD> on or before **March 7**. They are advised to check in on Day 0 (Sunday) and check out on Day 5 (Friday).
4. Board and lodging shall be charged against the NEAP HRD Funds while travel, per diem, and other incidental expenses shall be charged to the downloaded HRD funds for this purpose, subject to the usual accounting, budgeting, and auditing rules and regulations.
5. Attached is **DepEd Memorandum DM-OUHROD-2025-0327** for more details.
6. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

GUIDANCE PROGRAM

TRAINING PROGRAMS

RE: Participants in the Conduct of the Training
of Trainers for the Specialized Training Program f
or Guidance Designates-Phases 3 and 4
HRDD/becky



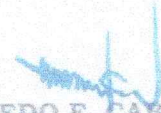
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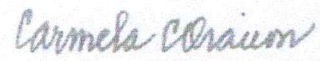
Department of Education

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. CABRAL
Undersecretary
Human Resource and Organizational Development


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

- 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

3. 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 *plontilla* item who has not yet attended Phases 1 or 2;
 - b. One (1) representative from the RO – HRDD/NEAP R; and
 - c. 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.pdc@deped.gov.ph (copy furnished ictura.lorrenzo@deped.gov.ph / millie.fudoliga@deped.gov.ph) with subject line “[ENDORSEMENT] Region ____ Participants to the Training of Trainers for Guidance Designates” on or before **28 February 2025**.
5. 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:



6. 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)*.
7. 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 Tue	Day 4 Wed	Day 5 Thu	Day 6 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

8. 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.).

9. The participants' board and lodging 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 1 - 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**

[NEAP-PDD/Fudolig]





Republic of the Philippines
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				
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	HEALTH 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	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 of Day Evaluation				



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Republic of the Philippines
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 Learning		
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	HEALTH 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	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 of Day Evaluation				



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Republic of the Philippines
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	NEAP, Baguio City
II	25	
III	45	
IV-A	60	
IV-B	5	
CAR	15	
NCR	35	
TOTAL	190	

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



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



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