



Republic of the Philippines  
**Department of Education**  
Region XI  
SCHOOLS DIVISION OF PANABO CITY

29649

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

DM CID-2025-00/28

To : Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Education Program Supervisor, GMRC/Values Education  
Division Guidance Coordinator  
Principal, Panabo City National High School  
Principal, Antonio O. Florendo National High School  
All Registered Guidance Counselors

Subject: **TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM  
FOR GUIDANCE DESIGNATES-PHASE 3 AND 4**

Date : February 24, 2025

Herewith is Regional Memorandum, HRDD-2025-039 re: Training of Trainers for the Specialized Training Program for Guidance Designates -Phase 3 and 4 on April 7-11, 2025 at Ecotech Center, Lahug, Cebu City. For information relative to the Training, refer to the enclosures.

The following are the participants in the training.

1. Elden D. Orbeta EdD. – EPS, GMRC/Values Education
2. Juliet D. Raganas RGC – Division Guidance Coordinator III
3. Nenita L. Carredo RGC – School Guidance Counselor III
4. Sharon Rose O. Cuizon RGC – School Guidance Counselor III

Participants in this activity shall be on Official Business the day before and after the training workshop's schedule. Further, this office grants Compensatory Overtime Credit (COC) for the non-teaching participants in this activity for service rendered on Saturday, Sunday, or a Holiday per Deped No. 53, s. 2003.

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 government accounting and auditing rules and regulations.

For your information, guidance, and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

Enc. As Stated  
Doc://CID/je/jdr

**FEB 25 2025**

Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
Email: panabocity.division@deped.gov.ph

RECORDS SECTION SDO PANABO CITY  
BY 







Republic of the Philippines  
**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](mailto:neap.pdd@deped.gov.ph) or (02) 8715-9919, for inquiries.
4. Immediate dissemination of this Memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV

Encl.: As stated  
ROH5/mbt

DEPARTMENT OF EDUCATION  
DAVAO REGION  
RECEIVED  
6/2/25  
Time: 4:17pm





**Republic of the Philippines**  
**Department of Education**  
**DAVAO REGION**

Enclosure 1

**LIST OF PARTICIPANTS**

<b>No.</b>	<b>Name</b>	<b>Sex</b>	<b>RO/SDO/ School</b>	<b>Position</b>
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 II
5	Amodia, Michelle H.	F	Davao City-Talomo NHS	Guidance Counselor II
6	Zafico, Jorge Jr. G.	M	Davao City-Catalunan Pequeno NHS	Guidance Counselor II
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 III
12	Tampipi, Annalou L.	F	Davao Del Sur-Hagonoy NHS	Guidance Counselor III
13	Torres, Mae Laarni L.	F	Digos City NHS	Guidance Counselor III
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 III
20	Nenita L. Carredo	F	Panabo City NHS	Guidance Counselor III
21	Sharon Rose O. Cuizon	F	Panabo City-A.O. Floirendo NHS	Guidance Counselor III






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. 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

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."
2. 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 Registered Guidance Counselor (RGC) with a guidance counselor *plantilla* item who has not yet attended Phases 1 or 2;
- 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.

- 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.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) (copy furnished [leura.lorenzo@deped.gov.ph](mailto:leura.lorenzo@deped.gov.ph) / [millie.fudoliga@deped.gov.ph](mailto: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**.
- 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](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 Tue	Day 4 Wed	Day 5 Thu	Day 6 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

- 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](mailto: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]



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: [usec.hrd@deped.gov.ph](mailto:usec.hrd@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

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