



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-2025-00124

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. Floirendo 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

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

RELEASER

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

FEB 25 2025
ORDERS SECTION-SDO PANABO CITY
BY 

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Republic of the Philippines
Department of Education
DAVAO REGION

25-45

February 17, 2025

REGIONAL MEMORANDUM
HRDD-2025-039

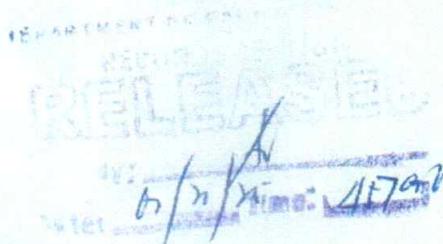
ATTENDANCE TO THE TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES-PHASE 3 AND 4

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
Director IV

Encl.: As stated
ROH5/mbt





Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure 1

LIST OF PARTICIPANTS

| No. | Name | 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 | Melecared 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, Sheila 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 Corraion

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 (copy furnished fleura.lorenzo@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.
- 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 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 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]