



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

May 27, 2024

**REGIONAL MEMORANDUM**

ESSD – 2024 - **607**

**UPDATES TO RM ESSD-2024-379 ON THE REGIONAL PARTICIPANTS IN THE WORKSHOP ON THE DRAFTING, VALIDATION, AND FINALIZATION OF GUIDANCE AND COUNSELING POLICY**

To: Schools Division Superintendents } Leyte Division  
 } Samar Division  
 All Others Concerned

1. Attached is DepEd Memorandum OUOPS-2024-09-04197 from Atty. Revsee C. Escobedo, Undersecretary for Operations, dated May 23, 2024, announcing the updates on the Conduct of Workshop on the Drafting, Validation, and Finalization of Guidance and Counseling Policy on June 3-7, 2024 at the Great Eastern Hotel, Quezon City.

2. In compliance with the aforementioned memorandum, this Office, through the Education Support Services Division – School Health and Nutrition Unit, identifies the following as the Region VIII Participants:

Name	Designation	Station
Hannah Rose M. Cuaderno	Regional LRP Alternate Focal Person	Regional Office
Marna T. Lopez	Guidance Counselor-Designate	Leyte Division
Loida R. Voces	Principal II	Samar Division

3. All other provisions in the Regional Memorandum ESSD-2024-379 that are consistent with the present memorandum shall remain in effect.

4. For further queries and concerns, contact ESSD-SHNU through Dr. Angelica C. Rodriguez at [schoolhealth.region8@deped.gov.ph](mailto:schoolhealth.region8@deped.gov.ph).

5. Immediate dissemination and compliance of this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
 Regional Director

Enclosures: As stated

References: As stated

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

COUNSELLING  
 GUIDANCE  
 POLICY  
 SCHOOL HEALTH WORKSHOP



ESSD-SPPS-HRMC



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Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**  
**DM-OUOPS-2024-09-04197**

**TO :** **DR. DEXTER A. GALBAN**  
*Assistant Secretary, Operations*

**LEILA P. AREOLA**  
*Director IV, Bureau of Learning Delivery (BLD)*

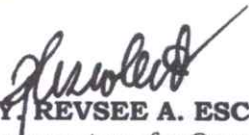
**RESTY C. OSIAS**  
*Director IV, Bureau of Human Resources and Organizational Development (BHROD)*

**JENNIFER E. LOPEZ**  
*Director IV, National Educators Academy of the Philippines (NEAP)*

**LYNN Z. PADILLO**  
*OIC Director IV, Bureau of Curriculum Development (BCD)*

**ATTY. SUZETTE T. GANNABAN-MEDINA**  
*OIC Director IV, Bureau of Learner Support Services (BLSS) and Learner Rights and Protection Office (LRPO)*

**ALL REGIONAL DIRECTORS AND BARM EDUCATION MINISTER**

**FROM :**  **ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

**SUBJECT :** **CHANGES TO/UPDATES ON THE ACTIVITIES RELATED TO THE DRAFTING, VALIDATION, AND FINALIZATION OF GUIDANCE AND COUNSELING POLICY**

**DATE :** May 23, 2024

In reference to the **OUOPS Memorandum No. 2024-09-02901** with the subject *“Conduct of Workshop on the Drafting, Validation, and Finalization of Guidance and Counseling Policy”* dated April 12, 2024, this Office announces the following changes and provides the following updates on the activities initially announced through the said memorandum:

1. As agreed during the drafting workshop held on April 22-26, 2024, Registered Guidance Counselor (RGC)-participants in the workshop are requested to submit the forms that they currently use in their practice of guidance and counseling for learners on or before **May 29, 2024**. Mechanics for submission as well as the minimum list of the forms for submission is in **Annex A**.



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Doc. Ref. Code	OM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 6



Certificate No. 1049 0288  
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6. The following reminders are reiterated for all activities, including the previously held drafting workshop:
  - a. Travel expenses of the field participants shall be charged to the downloaded funds for this purpose. Regional Offices and Schools Division Offices are requested to augment funds in cases of deficiencies and shortages. It is requested that travel expenses of BARMM participants be charged to local funds. Travel expenses of CO participants for the validation workshop shall be charged to BLSS-SHD LSP Funds (Activity Code No. AC-24-BLSS-SHD-L-SP-P014). All these shall be subject to the usual accounting and auditing rules and regulations.
  - b. Offices concerned are requested to grant compensatory time-off (CTO) to participating personnel, **as applicable**, computed against the actual days that they participate in the activity, in accordance with existing Civil Service Commission rules and regulations. Grant of CTO may be applicable to situations such as when personnel need to travel a day before the opening (Sunday) or a day after the closing (Saturday) due to the availability of flights, or when a day or some days within the duration of the activity fall/s under (a) [local] holiday(s).
7. Consultations with NFSSLG officers will be facilitated in separate platforms, in coordination with BLSS-YFD.
8. Subsequent announcements related to the activities for the finalization of the policy shall be made through issuances or correspondences from the BLSS.

For clarification and further information, please contact **Jordan P. Concepcion**, Technical Assistant II, BLSS-SHD, through email at [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph), or at telephone number (02) 8632-9935.

*BLSS-SHD/JPC,GMA*



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## ANNEX A

### SUBMISSION OF FORMS CURRENTLY USED BY DEPED'S RGCs

1. RGC participants in the drafting workshop held on April 22-26, 2024 are requested to submit to BLSS-SHD all the forms that they currently use in their practice of guidance and counseling. These forms may include the following:
  - a. **Individual Inventory Record** - form to document a learner's personal information, academic background, interests, and social-emotional development
  - b. **Call and Return Slip** - for requesting learner meetings or interventions
  - c. **Intake Interview Form** - for gathering initial client information during intake interviews.
  - d. **Consent for Guidance Services; Statement of Confidentiality; and Waiver from Guidance Services** - written communication of the rights and responsibilities of the learners in availing guidance and counseling services
  - e. **Guidance Case Notes** - form to record of sessions and interventions
  - f. **Counseling Plan** - individualized plan outlining goals, strategies, and support resources for each learner
  - g. **Referral Forms** - for internal (within school) and external referrals to appropriate specialists
  - h. Any other forms or tools developed by the RGC
2. RGC-participants are requested to upload their editable files (**blank forms/have not been filled out**) to <https://tinyurl.com/assignmentforms> through the folders assigned for their respective regions.



3. Deadline of submission is **May 29, 2024**.

**ANNEX B**

**PARTICIPANTS FOR THE WORKSHOP ON THE VALIDATION  
OF THE GUIDANCE AND COUNSELING POLICY**

**Field Participants**

<b>Region</b>	<b>Participants</b>
<b>I (3)</b>	1. One YFD field counterpart 2. One school-based guidance personnel* 3. One PTA Member
<b>II (3)</b>	1. One YFD field counterpart 2. One LRPO field counterpart 3. One PTA Member
<b>III (3)</b>	1. One YFD field counterpart 2. One school-based guidance personnel* 3. One PTA Member
<b>IV-A (3)</b>	1. One YFD field counterpart 2. One SMHP Coordinator 3. One PTA Member
<b>IV-B (3)</b>	1. One YFD field counterpart 2. One School Head 3. One PTA Member
<b>V (3)</b>	1. Two school-based guidance personnel* 2. One LRPO field counterpart
<b>VI (3)</b>	1. One School Head 2. One SMHP Coordinator 3. One LRPO field counterpart
<b>VII (3)</b>	1. One school-based guidance personnel* 2. One SMHP Personnel 3. One LRPO field counterpart
<b>VIII (3)</b>	1. One school-based guidance personnel* 2. One School Head 3. One LRPO field counterpart
<b>IX (3)</b>	1. One school-based guidance personnel* 2. One School Head 3. One SMHP Coordinator
<b>X (3)</b>	1. One School Head 2. One SMHP Coordinator 3. One LRPO field counterpart
<b>XI (3)</b>	1. One School Head 2. One SMHP Coordinator 3. One LRPO field counterpart
<b>XII (3)</b>	1. One school-based guidance personnel* 2. One School Head 3. One SMHP Coordinator
<b>Caraga (3)</b>	1. One school-based guidance personnel* 2. One School Head 3. One LRPO field counterpart
<b>CAR (3)</b>	1. One YFD field counterpart 2. One school-based guidance personnel* 3. One PTA Member



Region	Participants
<b>NCR (3)</b>	<ol style="list-style-type: none"> <li>1. One YFD field counterpart</li> <li>2. One SMHP Coordinator</li> <li>3. One PTA Member</li> </ol>
<b>BARMM (3)</b>	<ol style="list-style-type: none"> <li>1. One school-based RGC</li> <li>2. One SMHP Coordinator</li> <li>3. One School Head</li> </ol>

\*Either an RGC or a Guidance Advocate/Designate provided that the advocate/designate is non-teaching personnel. **DepEd Order No. 003, s. 2024**, titled *Amendment to DepEd Order No. 022, s. 2023 (Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024)* provides that "no voluntary or mandatory tasks or activities shall be assigned to teachers from June 1 to 30, 2024."

### CO Participants

Office	Participants
<b>OASOPS (1)</b>	1. Dan Paul Santos
<b>BLSS-OD (1)</b>	1. Jillian James Sarmiento
<b>BLSS-SHD (6)</b>	<ol style="list-style-type: none"> <li>1. Dr. Maria Corazon C. Dumlao</li> <li>2. Gian Erik M. Adao</li> <li>3. Jordan P. Concepcion</li> <li>4. Amina Aisa Boncales</li> <li>5. Clarissa Gabis</li> <li>6. Shirley Laurel (Secretariat)</li> </ol>
<b>BLSS-YFD (2)</b>	<ol style="list-style-type: none"> <li>1. Clarence Canton</li> <li>2. Jean Bautista</li> </ol>
<b>BCD-CSDD (2)</b>	<ol style="list-style-type: none"> <li>1. Jona Kristen Valdez</li> <li>2. Another BCD-CSDD personnel</li> </ol>
<b>BLD-SID (2)</b>	1. Two BLD-SID personnel
<b>LRPO (2)</b>	<ol style="list-style-type: none"> <li>1. Camille Cariaga</li> <li>2. Another LRPO personnel</li> </ol>
<b>BHROD (2)</b>	<ol style="list-style-type: none"> <li>1. One BHROD- SED personnel</li> <li>2. Another BHROD personnel</li> </ol>
<b>NEAP (1)</b>	1. Millie Jane Fudolig

Participants are requested to register at: <https://bit.ly/GCPvalidation2024060307>



2:00 PM - onwards	Internal Review: Reflection of DepEd's Mission, Vision, and Core Values
<b>Day 3: June 5, 2024</b>	
8:00 - 8:30 AM	Management of Learning
8:30 - 10:30 AM	Stakeholder Engagement: Identification of potential issues and unintended consequences, and the feasibility of the policy in the field.
10:30 AM - 12:00 PM	Building Consensus
12:00 - 1:00 PM	Lunch Break
1:00 - onwards	Workshop: Solving the gaps and Integration of solution
<b>Day 4: June 6, 2024</b>	
8:00 - 8:30 AM	Management of Learning
8:30 AM - 12:00 PM	Case studies and Simulation of the policy
12:00 - 1:00 PM	Lunch
1:00 - onwards	Continuation: Case studies and Simulation of the policy
<b>Day 5: June 7, 2024</b>	
8:00 - 8:30 AM	Management of Learning
8:30 AM - 12:00 PM	Policy Revision, including proofreading
12:00 - 1:00 PM	Lunch
1:00 - 2:00 PM	Presentation of final output
2:00 PM - onwards	Evaluation and Closing of Activity

10:30 - 10:45 AM	AM Snacks
10:45 AM - 12:00 PM	Continuation of Plenary
	Q & A
12:00 - 1:00 PM	Lunch Break
1:00 PM - 2:30 PM	Breakout Session:
	Critiquing of the draft policy
2:30 - 3:00 PM	PM Snacks
3:00 - 5:00 PM	Continuation of Breakout Session
	<b>Day 4, April 25, 2024</b>
8:00 - 8:30 AM	Management of Learning
8:30 - 10:30 AM	Workshop 1:
	Revision of the draft
10:30 - 10:45 AM	AM Snacks
10:45 - 11:15 AM	Continuation of the workshop
11:15 - 12:00 PM	Q & A
12:00 - 1:00 PM	Lunch Break
1:00 - 2:30 PM	Workshop 2:
	Finalizing the Draft Policy based on the analysis of gaps, comments and recommendations from stakeholders
2:30 - 3:00 PM	PM Snacks
3:00 - 5:00 PM	Continuation of workshop 2
	<b>Day 5: April 26, 2024</b>
8:00 - 8:30 AM	Management of Learning
8:30 - 10:30 AM	Presentation of draft policy (2023)
10:30 - 10:45 AM	AM Snacks
10:45 AM - 12:00 PM	Continuation of Presentation
12:00 - 1:00 PM	Lunch Break
1:00 PM - 2:00 PM	Closing Program
2:00 PM - onwards	Travel time back

b. Conduct of Workshop on the Validation of the Guidance and Counseling Policy (Tentative)

	<b>Day 1: June 3, 2024</b>
8:00 AM - 12:00 PM	Travel time
	Registration of Participants
12:00 - 1:00 PM	Lunch Break
1:00 - 5:00 PM	Orientation on the Policy Validation Process
	<b>Day 2: June 4, 2024</b>
8:00 - 8:30 AM	Management of Learning
8:30 - 10:30 AM	Presentation of the Draft Guidance and Counseling Policy
10:30 - 10:45 AM	Legal Basis of Guidance and Counseling Policy
10:45 AM - 12:00 PM	Internal Review: Legal Compliance of Policy
12:00 - 1:00 PM	Lunch
1:00 PM - 2:00 PM	DepEd Mission, Vision, and Core Values



**VI. Participants**

Both activities aim to involve the stakeholders and users of the Guidance and Counseling Policy:

- *Guidance Counselor*
- *School Head*
- *Mental Health Coordinator*

Due to their professional tie with the school-based Guidance and Counseling services and program, the participants will be of great importance to the drafting and validation of the policy.

**VII. Program Flow**

a. Conduct of Workshop on the Drafting of Guidance and Counseling Policy

<b>Day 1: April 23, 2024</b>	
8:00- 10:30 AM	Travel time Registration of Participants
10:30 – 10:45 AM	AM Snacks
10:45 – 11: 15 AM	Opening Program
11:15 – 12:00 PM	Plenary 1: Context Setting
12:00 PM – 1:00 PM	Lunch
1:00 – 2:30 PM	Plenary 2:  Guidance and Counseling Initiatives in the Department of Education
2:30 – 3:00 PM	PM Snacks
3:00 – 5:00 PM	Workshop 1: Review of related documents
<b>Day 2: April 23, 2024</b>	
8:00 – 8:30 AM	Management of Learning
8:30 - 10:30 AM	Plenary Session: Policy Development Process
10:30 – 10:45 AM	AM Snacks
10:45 AM - 12:00 PM	Continuation of Plenary  Q&A
12:00 - 1:00 PM	Lunch Break
1:00 – 2:30 PM	Breakout Session:  Gaps in the Implementation of Guidance and Counseling Services based on the reviewed document
2:30 - 3:00 PM	PM Snacks
3:00 - 5:00 PM	Continuation of Breakout Session
<b>Day 3: April 24, 2024</b>	
8:00 – 8:30 AM	Management of Learning
8:30 - 10:30 AM	Plenary Session: Presentation of the Draft Policy on the Comprehensive Guidance and Counseling Program

This shall further guide DepEd in the promotion of mental health through curricular integration and provision of guidance and counseling services.

In line with this, it is expected that the following personnel shall **participate in the workshop** to ensure multi-sectoral participation in the policy development:

Per Region:

- One Regional Mental Health Coordinator or One School Health Division Mental Health Coordinator
- One select School-Head
- One Registered Guidance Counselor/ Guidance Designate

That being, kindly **email us through [schoolmentalhealth@deped.gov.ph](mailto:schoolmentalhealth@deped.gov.ph)** with the subject line "Workshop on the Drafting and Validation Guidance and Counseling Policy" **for your selected participant for the activities.**

Board and lodging, and the travel expenses of the participants shall be charged to the BLSS-SHD Funds. Regional and School Divisions Offices are requested to augment funds in cases of deficiencies and shortages, subject to usual auditing and accounting rules and regulations.

For workshops that fall on holidays or weekends, participants shall be provided with compensatory time-off, in accordance with Civil Service Commission and Department of Budget and Management Joint Circular Memorandum No. 2, series of 2004.

In cases of personnel who need to travel either by land or by air earlier, or a day later than the inclusive dates, their respective offices/schools are requested to grant service credits or compensatory time-off, as applicable, in accordance with existing Civil Service rules and regulations.

For clarification and further information, please contact Dr. Maria Corazon Dumlao, Chief Health Program Officer, or Jordan P. Concepcion, TA II, through email at [schoolmentalhealth@deped.gov.ph](mailto:schoolmentalhealth@deped.gov.ph) cc: [blss.shd@eped.gov.ph](mailto:blss.shd@eped.gov.ph), or at telephone number (02) 8632-1368/ 8633-7213.

For immediate dissemination and compliance. Thank you.

## **Program Overview**

### **I. Activity Name:**

- a. **Conduct of Workshop on the Drafting of Guidance and Counseling Policy: April 22 to 26, 2024**
- b. **Conduct of Workshop on the Validation of the Guidance and Counseling Policy: June 3 to 7, 2024**

### **II. Expected output: Drafted and Validated Guidance and Counseling Policy**

### **III. Background of the Activity**

- a. **The Office of the Assistant Secretary for Operations, with the help of the Bureau of Learner Support Services - School Health Division and the Bureau of Curriculum Development - Curriculum Standards Development Division, considers it essential to create a policy for the normalization and establishment of the guidance and counseling program, in accordance with the aim of DepEd to support mental health in schools. This shall enable DepEd to foster mental health through curriculum incorporation and delivery of guidance and counseling services.**
- b. **The activity enables all the participants to create a working draft of DepEd's extensive guidance and counseling policy. It requires all the participants to engage in the essential steps of policy development such as, examining of pertinent documents, identification of gaps, presentation of initial drafts, rigorous analysis of the draft, execution, feedback, and suggestions on the draft, and completion of the Draft Policy according to the identification of gaps, remarks and recommendations from stakeholders.**
- c. **At the end of the activities, the following objectives are expected to be achieved:**
  - i. **consult different stakeholders and experts regarding the components of the comprehensive guidance and counseling program;**
  - ii. **Identify the best practices and gaps in the implementation of the current guidance and counseling program; and**
  - iii. **Draft a policy on DepEd's guidance and counseling program**

### **IV. Timeline**

- a. **Conduct of Workshop on the Drafting of Guidance and Counseling Policy: April 22 to 26, 2024**
- b. **Conduct of Workshop on the Validation of the Guidance and Counseling Policy: June 3 to 7, 2024**

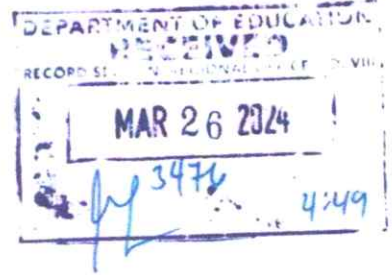
### **V. Venue**

**Great Eastern Hotel, Quezon City**





Republic of the Philippines  
**Department of Education**  
**OPERATIONS**



OUOPS No. 2024-09-01291



**MEMORANDUM**

TO: **REGIONAL DIRECTORS  
 REGIONAL SCHOOL MENTAL HEALTH PROGRAM  
 COORDINATORS  
 ALL OTHERS CONCERNED**

FROM: *[Signature]*  
**Atty. REVSEE A. ESCOBEDO**  
*Undersecretary*

*[Signature]*  
**Dr. DEXTER A. GALBAN**  
*Assistant Secretary*

SUBJECT: **REQUESTING FOR LIST OF PARTICIPANTS FOR THE  
 CONDUCT OF WORKSHOP ON DRAFTING OF GUIDANCE  
 AND COUNSELING POLICY**

DATE: February 14, 2024

The Mental Health Act (RA 11036) mandates the Department of Education (DepEd) to promote mental health advocacy and integrate it into the curriculum. DepEd can do this by providing mental health support through a comprehensive guidance and counseling program.

Guidance and counseling is a profession that encompasses the schools' mandates in accordance with the Mental Health Act. It is an integrated approach to developing well-functioning individuals, including functions such as counseling, psychological testing, learning and study orientation, research, placement, referral, and group processes.

In recent years, DepEd has released various issuances to target different services within the guidance and counseling program. Particularly, the Bureau of Learner Support Services - School Health Division (BLSS-SHD), in collaboration with the Bureau of Curriculum Development shall conduct a **Workshop on Drafting of Guidance and Counseling Policy** and **Workshop on the Validation of Guidance and Counseling Policy** on **April 22 to 26, 2024** and **June 3 to 7, 2024**, respectively, at the **Great Eastern Hotel, Quezon City**. This activity primarily aims to consult relevant stakeholders in the development of a policy for the standardization and institutionalization of the guidance and counseling program.



5. For immediate dissemination and compliance of this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director 

Enclosures: DepEd Memo. No. 2024-09-01291

References: None

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

GUIDANCE and COUNSELING

SCHOOL HEALTH

WORKSHOPS

ESSD-SHNU-ALSL



