



Department of Education Region VIII <region8@depd.gov.ph>

[DM-OUOPS-2025-10-05054] Conduct of the Career Guidance Training (Phase 4) cum Capacity Building for Career Advocates

1 message

Youth Formation Division <blss.yfd@depd.gov.ph>

Fri, Sep 12, 2025 at 2:10 PM

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Dear All,

Greetings of peace and joy!

This office respectfully transmits Memorandum [DM-OUOPS-2025-10-05054] **Conduct of the Career Guidance Training (Phase 4) cum Capacity Building for Career Advocates**, for your immediate dissemination and appropriate action.

in this regard, we respectfully request all regions to exercise due diligence in the selection of participants. Kindly ensure that nominees have **not previously attended any CGP-SBTCA training** and are selected from the **official list of schools** within your jurisdiction that have not yet participated in the SBTCA rollout.

Other pertinent details relative to the conduct of this activity will be issued through an **Advisory**.

Thank you very much for your usual support.

Respectfully yours,

LEARNER FORMATION DIVISION

Department of Education

Room 419, 4th Flr. Mabini Bldg., DepEd Complex, Meralco Ave., Pasig City

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 **Conduct of the Career Guidance Training (Phase 4) cum Capacity Building for Career Advocates.pdf**
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OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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MEMORANDUM
DM-OUOPS-2025-10-05054

TO : Regional Directors
Minister, Bangsamoro Autonomous Region in Muslim Mindanao
Regional and Division Youth Formation Coordinators
Regional and Division Edukasyon sa Pagpapakatao, GMRC
and Values Education Supervisors
NEAP-Regional Focal Persons
Schools Division Superintendents
School Heads
CGP Lead and Core Team Trainers
All Others Concerned

FROM : **MALCOLM S. GARMA**
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

SUBJECT : **CONDUCT OF THE CAREER GUIDANCE TRAINING (PHASE 4)
CUM CAPACITY BUILDING FOR CAREER ADVOCATES**

DATE : August 12, 2025

Republic Act No. 11206, also known as the “Secondary School Career Guidance and Counseling Act,” aims to institutionalize comprehensive career guidance programs in secondary schools throughout the Philippines. Spearheaded by the Department of Education (DepEd), in collaboration with various partner agencies, this initiative seeks to equip learners with the necessary skills and knowledge to make informed decisions regarding their education and future careers—aligned with current labor market trends.

In line with this goal, three DepEd strands—Operations through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), Learning System through the Bureau of Curriculum Development (BCD), and Human Resource and Organizational Development through the National Educators’ Academy of the Philippines (NEAP)—have been actively conducting various training and capacity-building activities since 2023.

Among these initiatives is the School-Based Training of Career Advocates (SBTCA), which has been implemented in several regions since June. This activity forms part of DepEd’s commitment to the Asian Development Bank (ADB) under the Secondary Education Support Program (SESP). As part of this commitment, DepEd aims to ensure that by October 2025, at least 50% of secondary schools nationwide will have

two trained, certified, and designated Career Advocates (CAs)—ideally one male and one female per school.

To help achieve this target, the Office of the Undersecretary for Operations (OUOPS), in coordination with BCD and NEAP, will conduct the **Career Guidance Training (Phase 4) cum Capacity Building for Career Advocates**. This training is scheduled from **September 29 to October 3, 2025**, in the **National Capital Region (NCR)**.

With this, the OUOPS, through the BLSS-YFD, respectfully requests all Regional Offices to **nominate two plantilla teacher-participants** (one male and one female), in accordance with the distribution list provided below.

REGION	# of Secondary Schools (SY 2024-2025)	Target # of Schools for the SBTCA	Target # of Schools for Phase 4 (NSBTCA)
I	634	375	10
II	531	350	5
III	965	589	10
IV-A	898	525	10
IV-B	507	250	10
V	843	548	5
VI	579	300	10
NIR	565		10
VII	787	575	10
VIII	657	22	50
IX	528	295	10
X	682	375	10
XI	653	421	5
XII	670	375	10
CARAGA	512	225	15
BARMM	370		20
CAR	376	200	10
NCR	339	325	
TOTAL	11,096	5750	210

All Regional Focal Persons (RYFCs, NEAP-R, and ESSD) are requested to facilitate the identification and submission of the final official list of participants to BLSS-YFD via email at blss.yfd@deped.gov.ph on or before **Monday, September 15, 2025**. Identified teacher-participants are also required to pre-register through this link: <https://tinyurl.com/CGP-TrainingP4>.

Additionally, all CGP Lead Writers and Registered Guidance Counselors (RGCs) who are part of the Core Team Trainers (**Annex A**) are directed to attend as they will serve as Resource Persons (RPs) and trainers for the said national event. They are also requested to attend the briefing on **Monday, September 29, 2025, at 9:00 a.m.** at the training venue, prior to the commencement of the activity.

For reference, **Annex A** outlines the **CGP Trainers and Program Management Team**, while **Annex B** details the **CGP SBTCA Program of Activities**.

All travel expenses of all participants shall be charged against their respective office local funds, Program Support Funds, School MOOE, and any other available sources of funds, in accordance with existing accounting and auditing rules and regulations of the Department. The final venue of the said activity will be communicated directly to the participants via email or an advisory.

For further information, inquiries, or concerns regarding this event, please contact BLSS-YFD on the same email provided above and/or NEAP at neap.od@deped.gov.ph.

Immediate dissemination and compliance are highly appreciated.

YFD_CSC_CMP-08112025



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Annex A.

CGP Lead Writers and Trainers

CGP Lead Writers/Trainers			
NAME	DESIGNATION / POSITION	REGION & DIVISION	SCHOOL
Lorena Maria Castillo	Guidance Counselor	NCR Schools Division Office (SDO) of Quezon City	Lagro Senior High School
Marlon Lalaguna	Master Teacher	NCR Valenzuela City	General Tiburcio de Leon National High School
Princess P. Gonzales	Guidance Designate	Region III	Camba Ntl. HS., Pampanga
Bernadette L. Lejarde	Master Teacher I	Region III SDO Pampanga	Betis National High School
Mariz P. Borgoñoz-Pales	Guidance Counselor	Region IV-A SDO Laguna	Liliw National High School
Melanie O. Mandin	Senior Education Program Specialist	Region XI SDO Davao del Norte	N/A

Core Team Trainers			
REGION	DIVISION	NAME	DESIGNATION/ POSITION
I	Laoag City	Rosalie O. Lingaling	Guidance Coordinator III
I	San Carlos City	Sheridan S. Manamtam	Guidance Counselor III
II	Cagayan	Ma. Aleli M. Mabborang	Guidance Counselor III
II	Quirino	Maria Dolores M. Ibasco	Guidance Counselor III
III	San Jose City	Anna Marie A. Somera	Guidance Counselor III
III	Bulacan	Maria Niña M. Mariñas	Guidance Counselor
III	San Jose del Monte	Marion S. Arcenas *	Guidance Designate
IV-A	Rizal	Jean U. Basas	Guidance Counselor
IV-A	Quezon	Mitos Amadel S. Villamor	Guidance Counselor III
IV-A	Batangas City	Sheena Wella G. Arguelles	Guidance Coordinator III
IV-B	Calapan City	Efsael G. Marcelo	Guidance Counselor II
IV-B	Puerto Princesa City	Floyd A. Socrates	Guidance Counselor III
IV-B	Oriental Mindoro	Jo Anne N. Manjares	Guidance Counselor II
NCR	Caloocan	Angelo Kristoferson V. Angeles	Guidance Counselor I
NCR	Caloocan	Jocelyn D. Antipala	Guidance Counselor III
V	Camarines Sur	Antonio Caesar Valencia *	Guidance Counselor
V	Camarines Norte	Ivy Denice M. Abogado	Guidance Counselor I

V	Camarines Sur	Mary Porteria H. Ancheta	Guidance Counselor II
V	Camarines Sur	Melvin R. Silos	Guidance Counselor II
V	Camarines Sur	Ramonicka G. Capistrano	Guidance Counselor II
V	Camarines Sur	Rhodilyn P. Asido	Guidance Counselor II
VI	Negros Occidental	Marylou B. Saban	Guidance Coordinator III
VII	Lapu-Lapu City	Junides O. Aro	Guidance Counselor II
VII	Talisay City	Niña Erica U. Omayao	Guidance Counselor II
VIII	Tacloban City	Mary Jean Hidalgo	Guidance Counselor III
Core Team Trainers			
REGION	DIVISION	NAME	DESIGNATION/ POSITION
X	Lanao Del Norte	Beverly M. Daloyon	Guidance Coordinator III
X	Misamis Occidental	Coleen Franchette Q. Lasta	Guidance Counselor II
X	Iligan City	Joan B. Cañeda	Guidance Coordinator III
XI	Davao del Norte	Urbano Q. Jumamil, Jr.	Guidance Designate
XII	Kidapawan City	Lucita Sunshine G. Balucos	Guidance Counselor II
XII	Tacurong	Quirico M. Batilaran, Jr.	Guidance Counselor II
XIII	Agusan Del Sur	Maribel B. Salvadico	Guidance Counselor II

Annex B.

Program of Activities

CAREER GUIDANCE PROGRAM TRAINING (Phase 4) SCHOOL-BASED TRAINING OF CAREER ADVOCATES

DAY 1 (Monday)		
Inclusive Time	Minutes	Program
8:00 a.m. – 12:00 p.m.		Arrival and Registration
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:00 p.m.	60 min	Opening Program <ul style="list-style-type: none"> • National Anthem • Ecumenical Prayer • DepEd QPS • Welcome Remarks/ Message • Introduction of Participants • Photo Documentation • Pre-Test
2:00 p.m. – 3:00 p.m.	60 min	Plenary 1: YFD CGP Introduction
3:00 p.m. – 3:15 p.m.	15 min	Health Break
3:15 p.m. – 4:30 p.m.	75 min	Plenary 2: Overview of Career Guidance Program
4:30 p.m. – 5:00 p.m.	30 min	Pre-test/ End of the day evaluation / Writing Activity / Reflection / Other Reminders

DAY 2 (Tuesday)		
Inclusive Time	Mins	Program
8:00 a.m. – 8:20 a.m.	30 min	Management of Learning
8:30 a.m. – 10:00 a.m.	90 min	M1S1: Guidance: Principles, Goals and other-related Concepts
10:00 a.m. – 10:15 a.m.	15 min	Health Break
10:15 a.m. – 12:00 p.m.	105 min	M1S2: Guidance Service and Clientele
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:15 p.m.	75 min	M1S3: The History of Career Guidance
2:15 p.m. – 3:00 p.m.	45 min	M1S4: Career Education in the Context of Guidance
3:00 p.m. – 3:15 p.m.	15 min	Health Break
3:15 p.m. – 3:45 p.m.	30 min	M1S4: Career Education in the Context of Guidance
3:45 p.m. – 4:45 p.m.	60 min	M1S5: Theories for Career Choice and Development
4:45 p.m. – 5:00 p.m.	15 min	End of the day evaluation / Writing Activity / Reflection / other reminders

DAY 3 (Wednesday)		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M2S6: Legal Bases of Career Guidance in the Philippines
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 p.m.	105 min	M2S7: The Career Advocate
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:30 p.m.	90 min	M2S8: Linkage Development
2:30 p.m. – 3:00 p.m.	30 min	M3S9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System
3:00 p.m. – 3:30 p.m.	30 min	Health Break
3:30 p.m. – 4:20 p.m.	50 min	M3S9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System

4:20 p.m. – 5:00 p.m.	40 min	End of the day evaluation / Writing Activity / Reflection / other reminders
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DAY 4 (Thursday)		
Inclusive Time	Mins	Program
8:00 a.m. – 8:30 a.m.	30 min	Management of Learning
8:30 a.m. – 10:00 a.m.	90 min	M3S10: Guidance Service as Delivery System
10:00 a.m. – 10:15 a.m.	15 min	Health Break
10:15 a.m. – 12:00 p.m.	105 min	M3S10: Guidance Service as Delivery System (continuation)
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 3:00 p.m.	120 min	M3S11: Co-curricular Activities as Delivery System
3:00 p.m. – 3:15 p.m.	15 min	Health Break
3:15 p.m. – 4:30 p.m.	75 min	M3S12: DO No. 30 s. 2017 (Guidelines for Work Immersion) and DO No. 39 s. 2018 (Clarification and Additional Information to DO No. 30 s. 2017)
4:30 p.m. – 5:00 p.m.	30 min	End of the day evaluation/clearing house / other reminders

DAY 5 (Friday)		
Inclusive Time	Mins	Program
8:00 a.m. – 8:30 a.m.	30 min	Management of Learning
8:30 a.m. – 10:00 a.m.	90 min	WAP Orientation
10:00 a.m. – 10:15 a.m.	15 min	Health Break
10:15 a.m. – 12:00 p.m.	105 min	Post Test Closing Program End of the day evaluation/clearing house / other reminders
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
HOME SWEET HOME		