

Republika ng Pilipinas
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VII
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ADVISORY
September 28, 2026

Conduct of Online Writeshop on the Development of Training Resource Packages for Schools Division Counselors and School Counselor Associates

Relative to Memorandum No. DM-OULS-2026-384, titled **Conduct of the Writeshop on Development of Training Resource Packages for Schools Division Counselors and School Counselor Associates**, the National Educators Academy of the Philippines (NEAP) in collaboration with the Bureau of Learner Support and Services – Learner Wellness Office (BLSS-LWO) will conduct an online writeshop on **October 5-9, 2026, and November 3-6, 2026**.

In view of this, the respective Schools Division Offices (SDOs) are requested to **arrange an appropriate workplace arrangement for the identified field writers during the scheduled writeshop sessions**. This arrangement is intended to enable the field writers to participate fully in the writeshop discussions, collaborate with the writing team, and accomplish the required outputs within the prescribed schedule.

The identified field writers are as follows:

NAME	POSITION	REGION
1. ANNABELLA G. DINGWASEN	Guidance Counselor III	I
2. MA. KATLEEN MAYE A. HABAN	Guidance Counselor III	II
3. JULIENNE ROSE P. SABALLA	Guidance Coordinator III	VIII
4. JOAN B. CAÑEDA	Guidance Coordinator III	X
5. MELECARE M. CARRILLO	Guidance Counselor III	XI
6. RYAN A. BETOYA	Guidance Counselor II	XII

This initiative aims to strengthen the Schools Division Counselors (SDCs) and School Counselor Associates (SCAs) competencies and support the effective performance of their roles and responsibilities in implementing school-based mental health and well-being programs.

Should there be further questions and clarifications, please coordinate with the NEAP- Professional Development Division, through email neap.pdd@deped.gov.ph or via landline at (02) 8715-9919.

Ana Kristelle Garcia-Ortiz
ANA KRISTELLE GARCIA-ORTIZ
Director III
Officer-in-Charge

National Educators Academy of the Philippines



Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

INDICATIVE PROGRAM OF ACTIVITIES
CONDUCT OF THE WRITESHOP ON THE DEVELOPMENT OF TRAINING RESOURCE PACKAGES FOR
SCHOOLS DIVISION COUNSELORS AND SCHOOL COUNSELOR ASSOCIATES

Online Platform | October 5-9, 2026

TIME	DAY 1 (Monday)	DAY 2 (Tuesday)	DAY 3 (Wednesday)	DAY 4 (Thursday)	DAY 5 (Friday)
8:00am – 8:30am			Preliminaries		
8:30am – 10:00am	Presentation of Draft SCA Module 1	Presentation of Draft SCA Module 3	Presentation of Draft SCA Module 5	Presentation of Draft SDC Module 2	Presentation of Draft SDC Module 4
10:00am – 10:30am			Health Break		
10:30am – 12:00pm	Review and Critiquing on Draft SCA Module 1	Review and Critiquing on Draft SCA Module 3	Review and Critiquing on Draft SCA Module 5	Review and Critiquing on Draft SDC Module 2	Review and Critiquing on Draft SDC Module 4
12:00pm – 1:00pm			Lunch Break		
1:00pm – 2:30pm	Presentation of Draft SCA Module 2	Presentation of Draft SCA Module 4	Presentation of Draft SDC Module 1	Presentation of Draft SDC Module 3	Presentation of Draft SDC Module 5
2:30pm – 3:00pm			Health Break		
3:00pm – 4:30pm	Review and Critiquing on Draft SCA Module 2	Review and Critiquing on Draft SCA Module 4	Review and Critiquing on Draft SDC Module 1	Review and Critiquing on Draft SDC Module 3	Review and Critiquing on Draft SDC Module 5
4:30pm – 5:00pm			End of Day Evaluation		Closing Program



Republic of the Philippines
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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES
CONDUCT OF THE WRITESHOP ON THE DEVELOPMENT OF TRAINING RESOURCE PACKAGES FOR
SCHOOLS DIVISION COUNSELORS AND SCHOOL COUNSELOR ASSOCIATES

Online Platform | November 3-6, 2026

TIME	DAY 1 (Monday)	DAY 2 (Tuesday)	DAY 3 (Wednesday)	DAY 4 (Thursday)	DAY 5 (Friday)
8:00am – 8:30am	Preliminaries				
8:30am – 10:00am	Presentation of Revised SCA Module 1	Presentation of Revised SCA Module 3	Presentation of Revised Module 5	Presentation of Revised SDC Module 2	Presentation of Revised SDC Module 4
10:00am – 10:30am	Health Break				
10:30am – 12:00pm	Review and Polish the final SCA Module 1	Review and Polish the final SCA Module 3	Review and Polish the final SCA Module 5	Review and Critiquing on Draft SDC Module 2	Review and Critiquing on Draft SDC Module 4
12:00pm – 1:00pm	Lunch Break				
1:00pm – 2:30pm	Presentation of Revised SCA Module 2	Presentation of Revised Module 4	Presentation of Revised SDC Module 1	Presentation of Revised SDC Module 3	Presentation of Revised SDC Module 5
2:30pm – 3:00pm	Health Break				
3:00pm – 4:30pm	Review and Polish the final SCA Module 2	Review and Polish the final SCA Module 4	Review and Critiquing on Draft SDC Module 1	Review and Critiquing on Draft SDC Module 3	Review and Critiquing on Draft SDC Module 5
4:30pm – 5:00pm	End of Day Evaluation				
	Closing Program				



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026-384

TO : **Regional Directors (Regions I, II, VIII, X, XI, XII)**
Schools Division Superintendents
All Others Concerned

FROM : *Carmela C. Oracion*
CARMELA C. ORACION,
Undersecretary for Learning Systems

SUBJECT : **CONDUCT OF THE WRITESHOP ON THE DEVELOPMENT OF**
TRAINING RESOURCE PACKAGES FOR SCHOOLS DIVISION
COUNSELORS AND SCHOOL COUNSELOR ASSOCIATES

DATE : September 7, 2026

1. Pursuant to Republic Act No. 12080, otherwise known as the Basic Education Mental Health and Well-Being Promotion Act, the Department of Education (DepEd), through the National Educators Academy of the Philippines–Professional Development Division (NEAP-PDD), in collaboration with the Bureau of Learner Support Services–Learner Wellness Office (BLSS-LWO) and in partnership with Unilab Foundation, shall conduct the **Writershop on the Development of Training Resource Packages for Schools Division Counselors and School Counselor Associates** on **September 14–18, 2026**, at the Unilab Foundation Office, Bayanihan Annex Center, Mandaluyong City.
2. The writershop aims to develop comprehensive and standardized training resource packages for the capacity-building of Schools Division Counselors and School Counselor Associates. Specifically, it seeks to:
 - a. establish a competency-based and policy-aligned framework for the training of Schools Division Counselors and School Counselor Associates;
 - b. develop relevant learning resources that support the effective performance of their roles and responsibilities; and
 - c. ensure the quality, coherence, and usability of the training resource packages for implementation across schools.
3. The following enclosures are attached for reference:
 - a. **Enclosure 1** *National Technical Working Group Members*
 - b. **Enclosure 2** *Indicative Program of Activities*
4. Participants are reminded to bring their own laptops, chargers, extension cords, other sources of internet connectivity (e.g., mobile data, pocket Wi-Fi, etc.), and any necessary personal medications.



5. In case activities fall on suspensions, cancellations, weekends or holidays, non-teaching and teaching-related personnel-participants may be granted compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004, titled Non-Monetary Remuneration for Overtime Services Rendered, provided that they will not receive per diem for the same activity, subject to existing government accounting and auditing rules and regulations.
6. The board and lodging shall be charged against RO, SDO, school HRD, or local funds; transportation, per diem, and other incidental expenses shall be charged against the NEAP HRD Fund (or local funds for Central Office participants); and meals shall be provided by the Unilab Foundation, subject to the usual accounting and auditing rules and regulations.
7. Should there be further questions and clarifications, please coordinate with the NEAP-PDD through email at neap.pdd@deped.gov.ph or via landline at (02) 8715-9919.
8. For immediate dissemination and appropriate action.





Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

LIST OF NATIONAL TECHNICAL WORKING GROUP MEMBERS
CONDUCT OF THE WRITESHOP ON THE DEVELOPMENT OF TRAINING RESOURCE
PACKAGES FOR SCHOOL DIVISION COUNSELOR AND SCHOOL COUNSELOR
ASSOCIATES

Unilab Foundation Office, Bayanihan Annex Center, Mandaluyong City
September 14-18, 2026

DEPED CENTRAL OFFICE		
Name	Position	OFFICE
1. Jane C. Cacacho	Director IV Overall Program Manager	NEAP
2. Michael Joseph P. Cabauatan	Director III Overall Program Manager	NEAP
3. Marife T. Morcilla	Project Development Officer V Program Lead	NEAP-PDD
4. Fleura Karina C. Lorenzo	Member	NEAP-PDD
5. Roselle D. Cabiling	Member	NEAP-PDD
6. Ash Airel V. Cristobal	Member	NEAP-PDD
7. Jona Kristen M. Valdez	Member	BLSS- LWO
8. Millie Jane T. Fudolig	Member	BLSS- LWO
9. Clarence T. Canton	Member	BLSS- YFD
10. Michelle Bautista	Member	BAE
11. Carmencita Aguas	Member	BLD

DEPED REGIONAL OFFICE		
Name	Position	Region
1. Annabella G. Dingwasen	Guidance Counselor III	I
2. Ma. Katleen Maye A. Haban	Guidance Counselor III	II
3. Julianne Rose P. Saballa	Guidance Coordinator III	VIII
4. Joan B. Cañeda	Guidance Coordinator III	X
5. Melecare M. Carrillo	Guidance Counselor III	XI
6. Ryan A. Betoya	Guidance Counselor II	XII



Republic of the Philippines

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES CONDUCT OF THE WRITESHOP ON THE DEVELOPMENT OF TRAINING RESOURCE PACKAGES FOR SCHOOL COUNSELOR ASSOCIATES

Unilab Foundation Office, Bayanihan Annex Center, Mandaluyong City
September 14-18, 2026

TIME	DAY 0 (Sunday)	DAY 1 (Monday)	DAY 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	DAY 5 (Friday)
8:00am – 8:30am			Preliminaries			
8:30am – 10:00am		Overview of the activity	Workshop 1 Writing of the Program Design	Workshop 2 Writing of Training Modules for School Counselor Associates	Presentation of Draft Modules for School Counselor Associates	Continuation of Workshop 3
10:00am – 10:30am				Health Break		
10:30am – 12:00pm		Discussion on the Development of Framework	Continuation of Workshop 1	Continuation of Workshop 2	Workshop 3 Writing of Training Modules for School Division Counselor	Presentation of Draft Modules for School Division Counselor
12:00pm – 1:00pm			Lunch Break			
1:00pm – 2:30pm	Registration	Discussion of the PD Program Design and Quality Standards	Continuation of Workshop 1	Continuation of Workshop 2	Continuation of Workshop 3	Clearing House
2:30pm – 3:00pm				Health Break		
3:00pm – 4:30pm	Opening Program	Q&A Session	Presentation of the Draft Program Design	Continuation of Workshop 2	Continuation of Workshop 3	Closing Program
4:30pm – 5:00pm			End of Day Evaluation			