



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

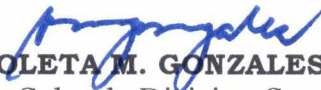
JUL 30 2024

MEMORANDUM

**PILOT TESTING OF THE TRAINING DESIGN AND RESOURCE PACKAGES FOR
GUIDANCE DESIGNATES**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
All Others Concerned

1. Attached is a Regional Memorandum ORD-2024-107, dated, July 17, 2024, on the above-mentioned title, content of which is self-explanatory for information and guidance of all concerned.
2. Please see the enclosures for the details of the activity.
3. For immediate dissemination and strict compliance.


VIOLETA M. GONZALES CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl:
Reference: none
To be indicated in the Perpetual Index
under the following subjects:

GUIDANCE AND COUNSELLING CAREER GUIDANCE PROGRAM

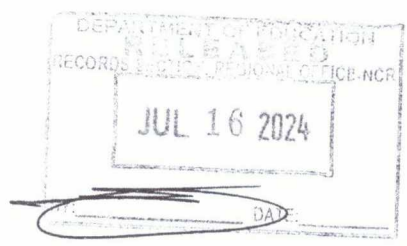
lbp/ Pilot Testing of the Training Design and Resource Packages for Guidance Designates
243/July 29, 2024

UN-2024-243



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 8805 - 9935, (02) 8805 - 9940
 sdo.muntinlupa@gmail.com

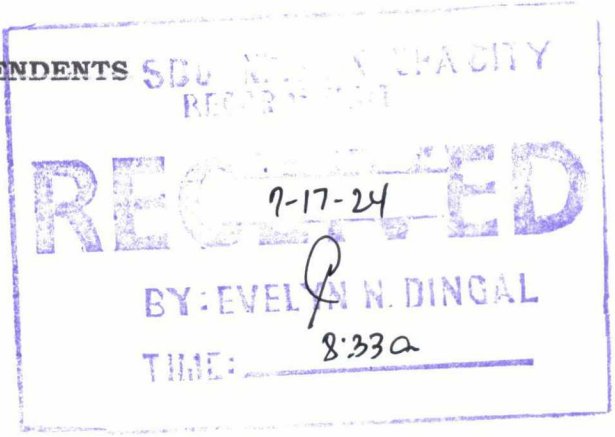




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024- 707

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Las Piñas City
SDO Muntinlupa City
SDO Navotas City
SDO Pasig City
SDO Quezon City
SDO Valenzuela City



FROM : **JOCELYN DR ANDAYA**
Director IV

SUBJECT : **PILOT TESTING OF THE TRAINING DESIGN AND
RESOURCE PACKAGES FOR GUIDANCE DESIGNATES**

DATE : July 10, 2024

1. In reference to **DM-OUHROD-2024-1308** dated 08 July 2024 from the Office of the Officer-in-Charge, Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, the field is hereby informed regarding the above-captured subject to be conducted on 05-09 August 2024 at NEAP Marikina.
2. Attached is the list of Participants (**Enclosure 1**) to the Pilot Testing of the Training Design and Resource Packages for Guidance Designates.
3. This Memorandum shall likewise serve as the official travel authority document of the participants.
4. Please refer to the attached Memorandum for the complete details.
5. For questions and concerns, please contact Arren V. Aduan, Education Program Supervisor – HRDD-L&D NEAP(R) at hrdd.ncr@deped.gov.ph.
6. Immediate dissemination and compliance of this memorandum is desired.



6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure 1

**Pilot Testing of the Training Design and Resource Packages
for Guidance Designates**

I. Field Writer

NO.	NAME	POSITION	OFFICE
1	Harlene Rose V. Mamiit	Guidance Coordinator I	Rizal Experimental Station and Pilot School of Cottage Industries, SDO Pasig City

II. Participants

NO.	NAME	POSITION	OFFICE
1	Jeffrey V. Corral	Teacher III, Guidance Advocate	Maysan Elementary School, SDO Valenzuela City
2	Relly G. Castro	Teacher II, Guidance Designate	San Rafael Technological and Vocational High School, SDO Navotas City
3	Aprilyn G. Miranda	Teacher III, Guidance Designate	Las Piñas City National Science High School, SDO Las Piñas City
4	Paolo Xavier S. Co	Teacher III, Guidance Advocate	Malabon National High School, SDO Malabon City
5	Jeanilyn C. Compleza	Teacher I Guidance Advocate	Quezon City Science High School, SDO Quezon City
6	Phernie E. Abarca	Teacher I, Guidance Advocate	Pedro E. Diaz High School SDO Muntinlupa City
7	Cynthia B. Balla	Teacher III, Guidance Designate	Itaas Elementary School SDO Muntinlupa City
8	Ellaine C. Balberona	Teacher I/Guidance Designate	Poblacion Elementary School SDO Muntinlupa City
9	Meriam A. Roa	Teacher I, Guidance Designate	Muntinlupa Business High School-Main SDO Muntinlupa City
10	Ma. Dulce Amor L. Echague	Teacher III, Guidance Designate	Putatan Elementary School SDO Muntinlupa City



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1308

TO : **JOCELYN DR. ANDAYA**
Regional Director, DepEd National Capital Region

ALBERTO T. ESCOBARTE
Regional Director, DepEd Region IV-A

Schools Division Superintendents
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **PILOT TESTING OF THE TRAINING DESIGN AND RESOURCE PACKAGES FOR GUIDANCE DESIGNATES**

DATE : 08 July 2024

1. Pursuant to memorandum DM-OUHROD-2024-0790 titled *Design and Development of a Specialized Training Program for Guidance Designates* dated 26 April 2024, the National Educators Academy of the Philippines – Professional Development Division (NEAP-PDD) will conduct the **Pilot Testing of the Training Design and Resource Packages for Guidance Designates** on **05-09 August 2024** at **NEAP Marikina**.
2. The pilot testing aims to evaluate the feasibility of the program design, identify and address potential sources of errors in sessions, and make necessary adjustments in the finalization of learning resources.
3. In this regard, we would like to request the DepEd Regional Offices in National Capital Region and Region IV-A to each provide ten (10) representatives who are *Guidance Designates* (non-registered guidance counselors) with *plantilla* items. The concerned Regional Directors, through the Human Resource Development Division Chiefs/NEAP R Focal Persons, are requested to submit the names of their respective representatives using the attached *Endorsement Letter Template*, **on or before 15 July 2024** through the email addresses provided below.



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

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4. For confirmation of attendance, all nominated/endorsed participants must register through the link or QR Code below:

bit.ly/PilotTestingGD



5. The participants are advised to bring their own laptops, chargers, and extension cords for the whole duration of the activity.
6. The participants are advised to check in on 04 August 2024 (Sunday) and check out on 09 August 2024 (Friday). The first meal to be served is dinner and the last meal is afternoon snack. Please see the details below.

Meals	04 Aug 2024 Sun	05 Aug 2024 Mon	06 Aug 2024 Tue	07 Aug 2024 Wed	08 Aug 2024 Thu	09 Aug 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

7. Board and lodging, transportation, per diem, and other incidental expenses of the participants shall be charged against Human Resource Development Funds in Regional Offices/Schools Division Offices/local funds, subject to existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.
8. Moreover, participants shall be entitled to service credits in accordance with DepEd Order 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, in case the activity will fall on weekends or holidays.
9. 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 / millie.fudolig@deped.gov.ph or landline (02) 8715-9919.
10. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – List of Field Writers

Enclosure 2 – Endorsement Letter Template

Enclosure 3 – DM-OUIHROD-2024-0790 titled *Design and Development of a Specialized Training Program for Guidance Designates* dated 26 April 2024

[NEAP-PDD/Fudolig]



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
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Enclosure 1: DepEd Field Writers

FIELD WRITERS					
No.	Names	School	Division	Region	Position/Designation
1.	Annabella G. Dingwasen	Benigno V. Aldana National High School	Pangasinan II	I	Guidance Counselor III
2.	Ma. Kathleen Maye A. Haban	Quezon National High School	Isabela	II	Guidance Counselor III
3.	Julie E. Dangari	Morong National High School	Bataan	III	Guidance Counselor III
4.	Mariz P. Borgoños-Pales	Liliw National High School	Laguna	IV-A	Guidance Counselor III
5.	Floyd A. Socrates	Palawan National High School	Puerto Princesa	MIMAROPA	Guidance Counselor III
6.	Kurt Essa A. Rastrullo	Cabangan National High School	Legazpi City	V	Guidance Counselor II
7.	Kareen B. Arcenas	Cabatuan National Comprehensive High School	Iloilo	VI	Guidance Counselor III
8.	Nerizza Conie E. Camacho	Abellana National High School	Cebu City	VII	Guidance Counselor III
9.	Julienne Rose P. Saballa	Leyte National High School	Tacloban City	VIII	Guidance Coordinator III
10.	Mark Risty S. Tan-awon	N/A	Zamboanga del Sur	IX	Guidance Counselor I
11.	Joan B. Cañeda	Iligan City National High School	Iligan City	X	Guidance Coordinator III
12.	Melecare M. Carrillo	Tagum National High School	Tagum City	XI	Guidance Counselor III
13.	Ryan A. Betoya	General Santos City SPED Integrated School	General Santos City	XII	Guidance Counselor II
14.	Generuth M. Bagaforo	N/A	Butuan City	CARAGA	Guidance Counselor II
15.	Doddie Marie L. Duclan	N/A	Tabuk City	CAR	Education Program Supervisor
16.	Harlene Rose V. Mamiit	Rizal Experimental Station and Pilot School of Cottage Industries	Pasig City	NCR	Guidance Coordinator I

Enclosure 2: Endorsement Letter Template

<Regional Office Header>

<Month> <day>, 2024

JENNIFER E. LOPEZ

Director IV

National Educators Academy of the Philippines – Central Office

Dear Dir. Lopez:

Respectfully submitting the list of participants to attend the Pilot Testing of the Training Design and Resource Packages for Guidance Designates:

No.	Name	Sex	RO/SDO/ School	Position	DepEd Email
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Thank you very much!

Sincerely yours,

<Full Name of Regional Director>

<Position>



Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-0340

TO : Regional Directors
Schools Division Superintendents
Human Resource Development Division Chiefs
NEAP-R Focal Persons
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource
and Organizational Development

SUBJECT : **DESIGN AND DEVELOPMENT OF A SPECIALIZED TRAINING
PROGRAM FOR GUIDANCE DESIGNATES**

DATE : 26 April 2024

1. In line with the *MATATAG* Agenda and DepEd Order No. 011, s. 2019 titled *Implementation of the National Educators Academy of the Philippines (NEAP) Transformation*, the NEAP Professional Development Division (PDD) is committed to streamline professional development for teachers and school leaders, while promoting efficiency in use of resources and effectively linking initiatives to career progression. In order to make training activities targeted, programmatic, and accountable, there is a need to develop specialized training programs for school personnel who are assigned to various specific functions. This includes teachers who are assigned as guidance teachers, teacher counselors, or designate counselors, in the absence of registered guidance counselors in schools.
2. In this regard and in order to address the shortage of registered guidance counselors in schools, a *Specialized Training Program for Guidance Designates* shall be designed and developed to capacitate and empower them to successfully perform their crucial duties and responsibilities contributing to the overall well-being of learners. A series of developmental workshops and activities for the said specialized training program are scheduled from May to October 2024.
3. The Philippine Professional Standards for Teachers (PPST) likewise supports this initiative, particularly Domain 3 *Diversity of Learners* and Domain 6 *Community Linkages and Professional Engagement* which highlight the importance of learner



- ✓ diversity, community engagement, and conducive learning environment in the educative process.
- 4. In March 2024, NEAP PDD conducted a training needs assessment survey which was responded to by 8,059 Guidance Designates from the regions. Results showed that they lack in areas necessary in the effective delivery of guidance services to learners.
- 5. Below is the schedule of activities in relation to the ***Design and Development of a Specialized Training Program for Guidance Designates***.

Activity	Date	Venue
a. Workshop on the Development of Training Design and Resource Packages (Phase 1)	06-10 May 2024	NEAP Marikina
b. Workshop on the Development of Training Design and Resource Packages (Phase 2)	20-24 May 2024	NEAP Marikina
c. Workshop on the Validation of the Training Design and Resource Packages	03-07 June 2024	TBA
d. Workshop on the Revision of the Training Design and Resource Packages	24-28 June 2024	TBA
e. Pilot Testing of Training Design and Resource Packages	05-09 August 2024	TBA
f. Workshop on the Refinement of the Training Program and Resource Packages	02-06 September 2024	TBA
g. Workshop on the Finalization of the Training Design and Resource Packages	14-18 October 2024	TBA

- 6. These activities have the following objectives:
 - a. Develop a professional development program that will enhance the skills and capabilities of guidance designates; and
 - b. Enable guidance designates to maximize the delivery of guidance services and other related functions to meet learner demands.
- 7. Attached as ***Enclosure 1*** is the *List of Field Writers/Participants*, for reference.
- 8. The participants are advised to check in on Day 0 (Sunday) and check out on Day 5 (Friday). The first meal to be served is dinner and the last meal is afternoon snack. Please see the details below.

ACCOMMS MEALS	DAY 0 (SUN)	DAY 1 (MON)	DAY 2 (TUE)	DAY 3 (WED)	DAY 4 (THURS)	DAY 5 (FRI)
Breakfast		✓	✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snacks		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

9. The participants are advised to bring their own laptops, chargers, and extension cords.
10. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, in case the activities will fall on weekends or holidays.
11. Board and lodging of the participants shall be charged against the NEAP Human Resource Development (HRD) Funds. On the other hand, transportation, per diem, and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
12. A subsequent memorandum will be issued on the other activities once details have been finalized.
13. For confirmation of attendance and other concerns, please coordinate with **Ms. Millie Fudolig** or **Ms. Fleura Lorenzo** of NEAP PDD through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
14. For immediate dissemination and appropriate action.

Enclosure:

Enclosure 1 – List of Field Writers/Participants

[NEAP-PDD/Fudolig]