



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

Office of the Schools Division  
Superintendent


SEP 15 2025

MEMORANDUM  
473, s.2025

**SCHEDULE OF REGIONAL CAREER GUIDANCE PROGRAM'S SCHOOL-BASED  
TRAINING OF CAREER ADVOCATES (SBTCA)**

To: OIC – 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 No. 801, s.2025, dated September 3, 2025, on the above-captioned title, contents of which are self-explanatory, for information and appropriate action.
2. Please see the attached list of participants
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:

**CAREER GUIDANCE**

**GUIDANCE AND COUNSELING**

lbp/ Schedule of Regional Career Guidance Program's School-Based Training of Career Advocates (SBTCA)  
473/Sept. 5, 2025

NUM-2025-473



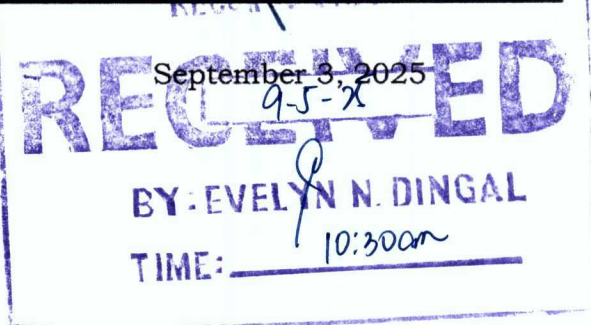
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**LIST OF GUIDANCE DESIGNATES TO ATTEND ON THE  
REGIONAL CAREER GUIDANCE**

<b>School</b>	<b>Name of Guidance Designates</b>
1. Pedro E. Diaz High School	1. Abarca, Phernie
	2. Marian Muyot
	3. Edwina Arong
2. Poblacion National HS	4. Hernan DG. Nobleta
3. Muntinlupa NHS	5. Verna Liza R. Ramoran
	6. KristalS. Talatayod
4. Tunasan National HS	7. Girley Barredo
	8. .Ma. Luisa Parraba
5. Muntinlupa Business HS Main	9. Meriam Roa
	10. Richard Dela Cruz
6. Cupang SHS	11. Gina Rodriguez
	12. Maylanie Galut
7. Sucat SHS	13. Jorge Endoz
	14. Cherry Carag
8. Muntinlupa Science SHS	15. Annie Rose Gabiana
	16. John Jericho Joson
9. Muntinlupa Business HS SA	17. Ivy M. Vibora
	18. Jesrael Babol
10. Lakeview Integrated School	19. Jellyne D. Joquico
	20. Catherine Mae C. Macalindog



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**REGIONAL MEMORANDUM**

No. 801 s. 2025

To: Schools Division Superintendents

**SCHEDULE OF REGIONAL CAREER GUIDANCE PROGRAM'S  
 SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

1. In reference to DM-OASOPS-2024-11-604 dated November 27, 2024 from the Office of the Assistant Secretary for Operations, Dr. Dexter A. Galban the field is hereby informed regarding the above subject.
2. All Schools Division Offices are requested to inform their official participants who meet the necessary qualification standards to register using the provided link or QR code: <https://forms.office.com/r/8JXPcnkAyC>



3. To ensure the timely implementation of this crucial program, all SBTCA rollouts must be completed within the last week of September 2025. We would like to remind everyone that the SBTCA was originally scheduled for last year's INSET; therefore, we trust that all necessary preparations are already in place.
4. Here is the schedule for the clustered training activities:


Cluster	Conduct dates
<b>CAMANAVA</b> (Hosted by SDO Caloocan City)	September 8 to 12, 2025
<b>PAMAMARISAN</b> (Hosted by SDO Pasig City)	September 22 to 26, 2025
<b>PAMAMAZON</b> (Hosted by SDO Manila)	September 29 to October 03, 2025
<b>MUNTAPARLAS</b> (Hosted by SDO Muntinlupa City)	September 29 to October 03, 2025



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5. Should any host division in a cluster experience unforeseen delays in meeting the deadline, please submit a letter of explanation and your updated Program Implementation Plan. This document should be addressed to the office of the Regional Director.
6. In the event of any questions or concerns, you are encouraged to reach out to Arren V. Aduan, Education Program Supervisor, HRDD-NEAP(R) at the following email address: [hrdd.ncr@deped.gov.ph](mailto:hrdd.ncr@deped.gov.ph).
7. Immediate dissemination of this Memorandum is directed.

  
**JOCELYN DR ANDAYA**  
Regional Director, NCR  
concurrent Officer-in-Charge, Office of the  
Assistant Secretary for Operations



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**Reminders on the Conduct of the School-Based Training  
for Career Advocates (SBTCA) – August Rollout**

In line with the upcoming School-Based Training for Career Advocates (SBTCA) scheduled this August, and in response to various concerns and issues gathered from the field, and pursuant to the directives issued by the Higher Authorities, we would like to remind all concerned Schools Division Offices (SDOs) of the following important matters:

**1. Qualifications of Participants**

- i. Two participants per school, composed of **one male** and **one female** teacher from each public secondary school, including stand-alone senior high schools and integrated schools.
- ii. Nominated participants must be a holding plantilla item of **Teacher** or **Mater Teacher** position from any subject area.
- iii. Non-Registered Guidance Counselor (RGC) neither Guidance Counselor (GC)

**\* Clarifications:**

- *This training is primarily for aspiring Career Guidance Advocates. As such, **Registered Guidance Counselors and Guidance Counselors are not included** as participants. The program's objective is to create a designated overseer for each school's Career Guidance Program, complementing the roles of existing guidance professionals.*
- *Successful completion of the course is a **prerequisite for certification**.*
- *In the event that there are no qualified participants available, the program management team will have the discretion to identify and nominate individuals who are **equivalently qualified** based on the established standards.*

Here's the breakdown of participants per division:

Cluster	Division Office	Number of Participants
CAMANAVA	Caloocan City	80
CAMANAVA	Malabon City	40
CAMANAVA	Navotas City	20
CAMANAVA	Valenzuela City	80
PAMAMARISAN	Pasig City	40
PAMAMARISAN	Marikina City	40
PAMAMARISAN	Mandaluyong City	30
PAMAMARISAN	San Juan City	20
PAMAMAZON	Pasay City	30
PAMAMAZON	Makati City	20
PAMAMAZON	Manila	80
PAMAMAZON	Quezon City	140
MUNTAPARLAS	Muntinlupa City	20



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Cluster	Division Office	Number of Participants
MUNTAPARLAS	Taguig City & Pateros	60
MUNTAPARLAS	Parañaque City	40
MUNTAPARLAS	Las Piñas City	40
	<b>Total</b>	<b>780</b>

## 2. SBTCA Rollout

All Schools Division Offices, through the Division Youth Formation Coordinators (DYFCs) and the National Educators Academy of the Philippines (NEAP), must submit their Program Implementation Plan (PIP) within this month.

This Memorandum will serve as a reference for monitoring and evaluation activities to be conducted by the Asian Development Bank (ADB) and the DepEd Central Office during the training rollout.

As mandated, all regional rollouts must be completed within June 2025, and the list of trained Career Advocates must be submitted within the same period.

It is emphasized that the SBTCA was originally scheduled to be conducted during the INSET last year. Therefore, all necessary preparations prior to this year's rollout should already be in place, even as we await the release of funds. This has been clearly stated and reiterated in previous memoranda issued since last year.

All regional focal persons, in coordination with their designated trainers and program management teams, are requested to ensure close collaboration with their respective Regional Directors and concerned Schools Division Offices (SDOs) to facilitate smooth implementation.

## 3. Funding and Financial Procedures

The Regional Office will facilitate the release of Program Support Funds (PSF) to the Schools Division Offices (SDOs) via a Sub-Allotment Release Order (Sub-ARO).

Upon receipt of the HRD funds, the Schools Division Offices (SDOs), in coordination with the Finance Division will utilize the funds to support the implementation of the SBTCA.

The following funds may be utilized for the implementation of the SBTCA. All divisions are authorized to address any financial requirements by utilizing the funds listed below:



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CLUSTER	Participants	Resource Person (RP)	Program Management Team (PMT)	Total Number of pax	Materials P300/ pax	Meals P600/ pax x 5days	RP & PMT Board and Lodging 2000 x 5days	Amount for Downloading
CAMANAVA	220	12	10	242	66,000.00	726,000.00	220,000.00	1,012,000.00
PAMAMARISAN	130	9	10	149	39,000.00	447,000.00	190,000.00	676,000.00
PAMAMAZON	270	15	10	295	81,000.00	885,000.00	250,000.00	1,216,000.00
MUNTAPARLAS	160	9	10	179	48,000.00	537,000.00	190,000.00	775,000.00

**4. Program Management**

- a. **Program Management Team.** Personnel from HRD and M&E SEPS, EsP/ GMRC VE Supervisor, and Youth Formation Coordinators, and other assigned personnel.
- b. **Lead Trainers.** These are Registered Guidance Counselors (RGCs) trained previously by BLSS-YFD, NEAP and CT and passed the assessment test. As lead trainers, they are responsible for overseeing and executing the entire training process.
- c. **Support Trainers.** These are non-RGCs trained previously by BLSS-YFD and passed the assessment test. They shall be assigned as documenters, monitoring and evaluation (M&E) focal/ in-charge, welfare officers, and secretariat.

*(Please refer to DM OOOUOP-2025-11-01492: Conduct of CGP SBTCA)*

**5. Official list of Resource Person together with their assigned cluster:**

**A. CAMANAVA Cluster**

NO.	NAME	DIVISION OFFICE
1	ANGELO KRISTOFERSON V. ANGELES	Caloocan City
2	JOCELYN DE GUZMAN ANTIPALA	Caloocan City
3	MA. LOVENIA H. RODRIGUEZ	Caloocan City
4	KIM G. AMPO	Makati City
5	CYNTHIA P. FARMA	Malabon City
6	ANNA LISA A. TABUZO	Manila City



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NO.	NAME	DIVISION OFFICE
7	MA. QUITERIA N. CARILLO	Pasig City
8	CLEOPATRA DAISY T. AGUINALDO	Quezon City
9	JESUSA V. DIN	Quezon City
10	MARIA TERESA F. BALINGGAO	Quezon City
11	RHIA C. JOSON	Quezon City
12	MARLON L. LALAGUNA	Valenzuela City
13	LORENA MARIA D. CASTILLO	Quezon City
14	ELVIRA G. SAMANTILA	Quezon City
15	MARIA EMMA T. DAGA	Quezon City

**D. MUNTAPARLAS Cluster**

NO.	NAME	DIVISION OFFICE
1	SHARON C. RAZON	Las Piñas City
2	LENIE A. TIAMZON	Marikina City
3	SUSAN C. MILITAR	Marikina City
4	ELEANOR B. BUDUAN	Parañaque City
5	LOIDA R. NACIONAL	Parañaque City
6	HARLENE ROSE V. MAMIIT	Pasig City
7	MARIDEL J. RAFAEL	Taguig City & Pateros
8	MARLON L. LALAGUNA	Valenzuela City
9	LORENA MARIA D. CASTILLO	Quezon City
10	MARIA OLIVA C. CALIMAG	Navotas City

**4. Training Protocols**

The training program, reviewed and certified by NEAP, requires implementers to adhere to the curriculum as outlined in DM 44, s. 2023. Should dates change due to unforeseen circumstances, please coordinate with the Regional and Central Offices for guidance. All training materials are accessible to SDO HRD SEPS.



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NO.	NAME	DIVISION OFFICE
7	MARIA OLIVA C. CALIMAG	Navotas City
8	CLEOPATRA DAISY T. AGUINALDO	Quezon City
9	JESUSA V. DIN	Quezon City
10	MARLON L. LALAGUNA	Valenzuela City
11	RHETT RYAN M. CATADA	Valenzuela City
12	LORENA MARIA D. CASTILLO	Quezon City
13	ELVIRA G. SAMANTILA	Quezon City

**B. PAMAMARISAN Cluster**

NO.	NAME	DIVISION OFFICE
1	ANGELO KRISTOFERSON V. ANGELES	Caloocan City
2	JOCELYN DE GUZMAN ANTIPALA	Caloocan City
3	LENIE A. TIAMZON	Marikina City
4	SUSAN C. MILITAR	Marikina City
5	ELEANOR B. BUDUAN	Parañaque City
6	LOIDA R. NACIONAL	Parañaque City
7	HARLENE ROSE V. MAMIIT	Pasig City
8	MARIDEL J. RAFAEL	Taguig City & Pateros
9	RHETT RYAN M. CATADA	Valenzuela City

**C. PAMAMAZON Cluster**

NO.	NAME	DIVISION OFFICE
1	JOCELYN DE GUZMAN ANTIPALA	Caloocan City
2	MA. LOVENIA H. RODRIGUEZ	Caloocan City
3	SHARON C. RAZON	Las Piñas City
4	KIM G. AMPO	Makati City
5	ANNA LISA A. TABUZO	Manila City
6	MARIA OLIVA C. CALIMAG	Navotas City



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**5. Completion Reports**

Upon program completion, SDO HRDS, SMME, and Youth Formation Coordinators must submit the following documents to NEAP-R:

- i. *Approved Activity Request / Authority to Conduct*
- ii. *Signed Memorandum*
- iii. *Copy of the Registration Form*
- iv. *Copy of the Attendance Sheet (Signed by the attendees daily, with time in and time out, including mid-day)*
- v. *Program Design and Activity Matrix*
- vi. *Detailed documentation of the activity*
- vii. *Program evaluation results*
- viii. *Photos taken of the conduct of the activity*
- ix. *Copies of the presentations used and training materials distributed*
- x. *Other documents used during the activity*

Should you need further clarification, feel free to contact us at [hrdd.ncr@deped.gov.ph](mailto:hrdd.ncr@deped.gov.ph).

Thank you for your continued support and cooperation.