



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

Advisory No. 107, s. 2026

August 25, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per (DO) 28, s. 2001
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.depedmuntinlupa.ph)

**REQUEST FOR THE ISSUANCE OF AN ADVISORY AND INVITATION TO THE
CERTIFICATE COURSE IN GUIDANCE AND COUNSELING
BY ST. PAUL UNIVERSITY OF MANILA**

Attached is an email from Deped National Capital Region, dated August 18, 2026, the contents of which are self-explanatory, for the information and guidance of all concerned.

Participation of public and private schools shall be subject to the no-disruption of-classes policy stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance There with.

Moreover, schools are reminded of the "No Collection and No Selling of Tickets Policy" stipulated in DepEd Order Nos. 19 and 40, s. 2008 and RA Nos. 4206 and 5546.

REQUEST FOR THE ISSUANCE OF AN ADVISORY AND INVITATION TO THE CERTIFICATE COURSE IN GUIDANCE COUNSELING BY ST. PAUL UNIVERSITY OF MANILA
107/AUGUST 25, 2026

18 August 2026

VIOLETA M. GONZALES

Schools Division Superintendent
Schools Division of Muntinlupa City
Department of Education
E-Mail Address: sdo.muntinlupa@gmail.com

SUBJECT: REQUEST FOR THE ISSUANCE OF AN ADVISORY AND INVITATION TO THE CERTIFICATE COURSE IN GUIDANCE AND COUNSELING BY ST. PAUL UNIVERSITY MANILA

Dear **SDS GONZALES**:

This communication is respectfully transmitted to request the issuance of an official Advisory for the widespread dissemination and invitation of interested parties, teaching personnel, and related entities to the Certificate Course in Guidance and Counseling offered by St. Paul University Manila.

The aforementioned academic offering is an 18-unit program specifically structured to capacitate educational professionals in responsive school-based guidance and mental health programs. Eligibility for admission requires prospective applicants to hold any Bachelor's degree from a CHED-recognized Philippine higher education institution. To accommodate the operational schedules of working professionals, the coursework will be delivered via an online modality, utilizing both synchronous and asynchronous sessions during weekends. The academic calendar for this course is slated to commence on September 5, 2026, and will conclude in December 2026.

The comprehensive curriculum is distributed across essential disciplines, comprising the following modules:

- Foundations of Guidance and Counseling
- Counseling Theories, Tools and Techniques
- Psychological Assessment
- Organization and Administration of Guidance Services
- Group Process and Program Development
- Career Development and Counseling

Completion of this institutional program strictly aligns with the competency requirements for the School Counselor Associate position, as stipulated under CSC Resolution No. 2600920. Furthermore, it serves as a definitive pathway for educators pursuing further administrative studies or official licensure in the field of Guidance and Counseling.

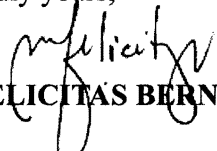
In view of the imperative to strengthen student support systems and psychological interventions across the basic education sector, we formally request the issuance of an agency advisory to cascade this program to the field offices.

For technical details, documentary requirements, and structured payment schedules, interested individuals are directed to coordinate directly with St. Paul University Manila through the following official channels:

- **Admissions Portal:** <https://college.spumanila.edu.ph/>
- **Email:** admissions@spumanila.edu.ph
- **Contact Number:** (0917) 182 2910

For your favorable consideration and immediate action.

Very truly yours,


SR. FELICITAS BERNARDO, SPC
Dean
Graduate School – Education and Liberal Arts
St. Paul University Manila