



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

September 19, 2025

DIVISION MEMORANDUM

No. 461 s. 2025

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

To: Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Secondary Schools
All Others Concerned

1. Attached is Regional Memorandum No. 913, s. 2025 titled **Conduct of the Career Guidance Training (Phase 4) Cum Capacity Building for Career Advocates** on September 29 to October 3, 2025 in the National Capital Region.
2. The participants of this training are attached in Enclosure No. 1 of this Memorandum.
3. The identified teacher-participants shall pre-register through this link <https://tinyurl.com/CGP-TrainingP4> for inclusion in the official list of participants.
4. Participation to this activity is subject to compliance with DepEd Order No. 9, s. 2005 titled Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, and DepEd Order No. 012, s. 2025 titled Multi-Year Implementing Guidelines on the School Calendar and Activities. A substitution plan must be put into place to ensure that the classes of the identified teacher-participants are not disrupted.
5. All travel expenses for 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.
6. Immediate dissemination and compliance of this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl: As Stated
Reference: None
To be indicated in the Perpetual Index under the following subject

CAREER GUIDANCE TRAINING

CAREER ADVOCATES



Address: Banica, Roxas City
Contact Number: (036) 6518 456/0968-869-5867
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>

ENCLOSURE NO. 1 of SDM NO. 461 s, 2025



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

**CONDUCT OF THE CAREER GUIDANCE TRAINING (PHASE 4) CUM CAPACITY BUILDING FOR CAREER
ADVOCATES SDO CAPIZ PARTICIPANTS**

| NO. | NAME | SEX | POSITION | SCHOOL | SCHOOL ADDRESS |
|-----|--------------------------------|--------|-----------|---------------|-------------------------|
| 1. | KYLE ADRIAN VILLANUEVA TENORIO | MALE | TEACHER-I | CASANAYAN NHS | CASANAYAN, PILAR, CAPIZ |
| 2. | SHIELLA MAE C. DELFIN | FEMALE | TEACHER-I | SAPIAN NHS | SAPIAN, CAPIZ |

Prepared by:


JHEAN MAE GRACE LINGCO
Project Development Officer-I

Approved by:


ROEL F. BERMEJO
Schools Division Superintendent



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

SEP 18 2025

REGIONAL MEMORANDUM

No. 913, s. 2025

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

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum DM-OUOPS-2025-10-05054 from **Hon. Malcolm S. Garma**, Undersecretary for Operations, dated August 12, 2025, regarding the **Conduct of the Career Guidance Training (Phase 4) Cum Capacity Building for Career Advocates** on **September 29 to October 3, 2025** in the National Capital Region.

2. The Schools Division Offices shall identify the teacher-participants to this activity based on the allocation below and shall endorse to the Regional Office for consolidation on or before **September 19, 2025** through the link <https://tinyurl.com/4j5b3jn8>.

| SDO | Number of Schools | No. of Participants (1 male : 1 female) |
|----------------|-------------------|---|
| 1. Aklan | 1 | 2 |
| 2. Antique | 1 | 2 |
| 3. Capiz | 1 | 2 |
| 4. Guimaras | 1 | 2 |
| 5. Iloilo | 3 | 6 |
| 6. Iloilo City | 1 | 2 |
| 7. Passi City | 1 | 2 |
| 8. Roxas City | 1 | 2 |
| TOTAL | 10 | 20 |

3. The identified teacher-participants shall pre-register through <https://tinyurl.com/CGP-TrainingP4> for inclusion in the official list of participants.

4. Should there be clarifications, contact **Engr. Irene S. Magante**, Regional Engineer, OIC - Regional Youth Formation Coordinator at mobile number 0999-992-0336 or email at region6.essd@deped.gov.ph.



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph

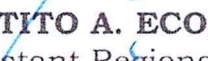


Certificate No. PHP QMS
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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

5. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encl.: As stated
Reference: DM-OUOPS-2025-10-05054
To be indicated in the Perpetual Index
under the following subjects:

TEACHERS
TRAINING PROGRAMS

SBD/ESSD-RM/CAREER GUIDANCE TRAINING (PHASE 4) ...
174/September 16, 2025



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Certificate No. PHP QMS
24 93 0184

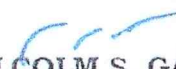


Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

RECEIVED
SEP 12 2025

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_ou@deped.gov.ph.

Immediate dissemination and compliance are highly appreciated.

YFD OURE CMP-001E2025



Room 101, Rizal Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone Nos.: (02) 8633-5313; (02) 8631-8492
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| | | | |
|----------------|----------|------|--------|
| Doc. Ref. Code | OM-OUOPS | Rev | 01 |
| Effectivity | 03 23 23 | Page | 3 of 7 |



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. Maborrang | 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 | Rhodalyn 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 |
|-----------------------|--------|---|

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