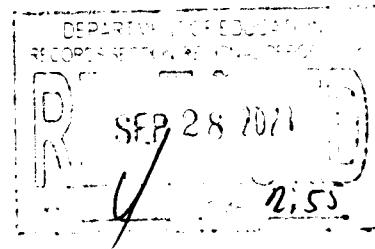




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



27 SEPT 2023

**REGIONAL MEMORANDUM**

No. 567.2023

**CAPABILITY BUILDING PROGRAM FOR GUIDANCE COUNSELORS**

To: Assistant Regional Director  
All Schools Division Superintendents  
All Others Concerned

1. Pursuant to the DM-OUHROD-2023-1307 titled "Capacity Building Program for Guidance Counselors", the National Educators Academy of the Philippines (NEAP) in partnership with the Unilab Foundation, will conduct a capacity building program for Registered Guidance Counselors (RGCs) to help them become effective gatekeepers in the school setting.
2. The program aims to:
  - a. recognize risk factors and warning signs that may indicate a learner's need for mental health support;
  - b. demonstrate understanding of utilizing different techniques and tools to deliver counseling remotely and face-to-face;
  - c. identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselor and counseling supervision in suicide prevention and mental health support.
3. The official participants are provided in Enclosure 1 and are required to register on this link <https://bit.ly/CapBuildRGCs> on or before **October 3, 2023, Tuesday**.
4. Participants from the Cordillera Administrative Region shall be classified under **Cluster 3** which will be conducted on **February 19-23, 2024** at **NEAP NCR, #20 Cepeda St., Concepcion, Marikina City**.
5. The first meal shall be PM Snacks on February 19, 2024, and the last meal shall be lunch on February 23, 2024. Program details are detailed in Enclosure 2.
6. All participants are required to bring their laptop, laptop charger and extension cord as completion of outputs will be accomplished in the venue. Please be reminded as well to bring maintenance medications.
7. The cost of board and lodging of the participants shall be charged against NEAP-PDD HRDD funds while travel and other incidental expenses shall be charged to their respective local funds, subject to the usual accounting, budgeting, and auditing procedures.

8. For queries and clarifications, please contact the Human Resource Development Division (HRDD) OIC Chief Rosita C. Agnasi via 09071734621 or through the email address car.neapr@deped.gov.ph.

9. Immediate dissemination of and strict compliance with this memorandum is directed.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV / Regional Director

**FOR THE REGIONAL DIRECTOR:**

**RONALD B. CASTILLO, CESO V**  
Director III / Assistant Regional Director

Enclosure 1 to RM No. \_\_\_\_\_ *Capability Building Program for Guidance Counselors*

**LIST OF PARTICIPANTS  
CAPACITY BUILDING PROGRAM FOR GUIDANCE COUNSELORS  
NEAP NCR, MARIKINA**

<b>NAME</b>	<b>SEX</b>	<b>SCHOOL</b>
Ma. Danica P. Andres	F	SDO-based (SHS GC)
Romelia Mae M. Balmaceda	F	Northern Abra National HS
Eden T. Adriatico	F	SDO Abra
Angelica Victoria P. Domingo	F	Luna National High School
Saturnino C. Basod	M	Apayao National Industrial Agricultural High School
Jocelyn J. Fetiza	F	Irisan National High School
Maria Luisa Mirano	F	BCNHS-SHS
Rhodela J. Balanon	F	BCNHS
Joan Hertimia B. Wagang	F	Ampusongan NHS
Rolando Malafu	M	Cordillera Regional SHS
Jeshana B. Salda	F	Benguet National High School
Randolf Ananayo	M	Eastern La Trinidad NHS
Eunice Budo	F	Tublay School of Home Industries
Brenda Matias	F	Gov. Bado Dangwa Agro-Industrial School
Renelita C. Ngatyon	F	Hingyon National High School
Brigitte D. Lardizabal	F	Pinukpuk Vocational School
Janine Angelica S. Tabcao	F	Balbalan Agro Industrial School
Renalyn B. Codod	F	SDO MP
Crosby Dayawen	M	Tadian School of Arts and Trades
Mary Jasmine Puguon Pimentel	F	Tabuk City National High School
Doddie Marie Licudine Duclan	F	SDO
Mayclaire A. Jimenez	F	DepEd-CAR, Regional Office

**CAPACITY BUILDING PROGRAM FOR GUIDANCE COUNSELORS  
NEAP NCR, MARIKINA**

<b>DAY 0 (MONDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
<b>ARRIVAL OF PARTICIPANTS</b>	
1:00 pm – 2:00 pm	Registration
2:00 pm – 3:00 pm	Opening Program <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Ecumenical Prayer</li> <li>• DepEd QPS</li> <li>• Welcome Remarks</li> <li>• Introduction of Participants               <ul style="list-style-type: none"> <li>• Photo Documentation</li> <li>• Session Norms</li> </ul> </li> </ul>
3:00 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 4:00 pm	Program Overview
4:00 pm – 4:30 pm	End-of-Day Evaluation and Clearing House / Other Reminders
<b>END OF DAY 0</b>	

<b>DAY 1 (TUESDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>
8:30 am – 10:00 am	<b>SESSION 1</b> <b>Module 1:</b> Basic Skills for All Personnel Lecture 1.1 Suicide and the School
10:00 am – 10:30 am	HEALTH BREAK
10:30 am -12:00 pm	Continuation of Lecture 1.1 Suicide and the School
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:30 pm	<b>SESSION 2</b> Lecture 1.2 How to RACE Against Suicide
2:30 pm – 3:00 pm	HEALTH BREAK
3:00 pm – 4:00 pm	Continuation of Lecture 1.2 How to RACE Against Suicide
4:00 pm – 4:30 pm	Case Simulation
4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
<b>END OF DAY 1</b>	

<b>DAY 2 (WEDNESDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>
8:30 am – 10:00 am	<b>SESSION 3</b> <b>Module 2:</b> Advanced Skills Prevention for Counselors and Health Staff
10:00 am- 10:30 am	HEALTH BREAK
10:30 am- 12:00pm	Continuation of Module 2
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 PM – 2:30 pm	<b>SESSION 4</b> Lecture 2.2 Overview of Suicide Intervention Based on Severity
2:30 pm – 3:00 pm	HEALTH BREAK
3:00 pm – 4:30 pm	Continuation of Lecture 2.2 Overview of Suicide Intervention Based on Severity
4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
<b>END OF DAY 2</b>	

<b>DAY 3 (THURSDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>
8:30 am – 9:30 am	<b>WORKSHOP 5</b> Basic Counseling
9:30 am – 10:00 am	<b>WORKSHOP 6</b> Simulation and Feedback
10:00 am – 10:30 am	HEALTH BREAK
10:30 am – 11:00 am	Continuation of Workshop 6 Simulation and Feedback
11:00 am – 12:00 pm	<b>WORKSHOP 7</b> Referral System
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 1:30 pm	Continuation of Workshop 7 Referral System
1:30 pm – 2:30 pm	<b>WORKSHOP 8</b> Professional Counseling Supervision
2:30 pm – 3:00 pm	<b>WORKSHOP 9</b> Simulation of Counseling Skills on Counseling Supervision
3:00 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 4:30 pm	<b>WORKSHOP 10</b> Self-Care and Action Plans
4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
<b>END OF DAY 3</b>	

<b>DAY 4 (FRIDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
8:00 am – 8:30 am	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>
8:30 am – 10:00 am	Introduction of Program Development and Concepts; Steps on Program Development
10:00 am – 10:30 am	HEALTH BREAK
10:30 am – 12:00 pm	Presentation of Guidance Program and Feedback
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:00 pm	<b>CLOSING PROGRAM</b>
<b>HOME SWEET HOME</b>	