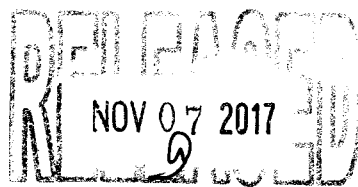




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



November 03, 2017

**REGIONAL MEMORANDUM**

No. **351.2017**

DEPED-CAR Time: \_\_\_\_\_

**MASS TRAINING OF TEACHERS AND CAREER ADVOCATES FOR THE IMPLEMENTATION OF GRADE 12 CAREER GUIDANCE PROGRAM**

To: Schools Division Superintendents  
Heads, Public Senior High Schools

1. Pursuant to DepEd Unnumbered Memorandum dated September 25, 2017 entitled "Conduct of the National Training of Trainers and Mass Training of Teachers and Career Advocates for the Implementation of Grade 12 Career Guidance Program", the Mass Training for Teachers and Career Advocates for the Implementation of Grade 12 Career Guidance Program will be on December 4-6, 2017 (specific venue shall be announced later).

2. Each senior high school shall send one participant. Participants to this training are guidance counselors/advocates and teachers whose items are in the senior high schools. Those teachers from junior high schools but teaching in the senior high schools are not allowed to join the training. It is reiterated that slots are given to teachers teaching Grade 12 and to guidance counselors/advocates from senior high schools. Likewise, all Schools Division Youth Formation Coordinators are requested to attend this training as participants.

3. Attached in this Memorandum is the list of numbers of senior high schools per Schools Division. Further, it is requested that each Schools Division shall submit the names of the participants for this training, C/o Education Support Services Division through email address: [essd.depedcar@gmail.com](mailto:essd.depedcar@gmail.com) or fax to telephone number (074) 422-2198 not later than November 24, 2017 using the following format:

Schools Division	Name	Position	School	Contact Number	Email Address

4. Participants are expected to be at the venue by 2:00 in the afternoon in Day 0 (December 03, 2017) with dinner as the first meal. Check out time is 12:00 noon of Day 4 (December 06, 2017). Schools Division Youth Formation Coordinators and Regional Trainers shall report to the venue by 2:00 in the afternoon on December 03, 2017 to prepare the necessary materials needed during the conduct of the training.

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				




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5. Materials, board and lodging of the participants and trainers shall be charged against OSEC Funds downloaded from the Central Office while traveling and other expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. It is requested that all participants shall re-echo the training in their respective schools. Schools Division Youth Formation Coordinators shall take the lead in monitoring the implementation of the Career Guidance Module to the senior high school students.
7. The participants, trainers and management staff shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled Updated Guidelines on the Grant of Vacation Service Credits to Teachers. Likewise, non-teaching personnel including management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
8. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**MAY B. ECLAR, Ph.D., CESO V**  
– Regional Director

ESSD/ctg

Encl.: As stated

Reference: DepEd Unnumbered Memorandum dated September 25, 2017

To be indicated in the **Perpetual Index**  
under the following subjects:

**SENIOR HIGH SCHOOL                  STUDENTS                  TEACHERS                  TRAINING PROGRAM**

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
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**LIST OF NUMBERS OF SENIOR HIGH SCHOOL PER SCHOOLS DIVISION**

<b>SCHOOLS DIVISION</b>	<b>NUMBER OF SENIOR HIGH SCHOOLS (Expected Participants)</b>
Abra	16
Apayao	12
Baguio City	14
Benguet	28
Ifugao	12
Kalinga	13
Mt. Province	13
Tabuk City	10
<b>TOTAL</b>	<b>118</b>

ESSD/ctg

**Contact Numbers (Area Code: 074):**

Office of the Regional Director 422-1318  
Fax 422-4074  
Office of the ARD 422-9590  
ICT Unit 422-1318  
Public Affairs Unit 422-1318  
Legal Unit 423-2214

Administrative Division 422-1804  
Cash Section 423-2215  
Payroll Section 424-3993  
Records Section 423-2213  
Supply Section 422-2198  
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CLMD 422-7096  
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