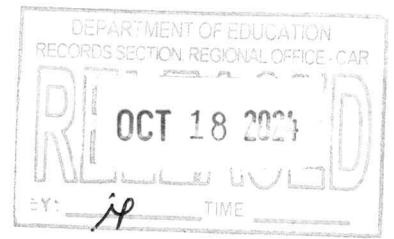




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



17 October 2024

REGIONAL MEMORANDUM

No. 739.2024

CONDUCT OF THE TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES - PHASES 1 AND 2

To: Assistant Regional Director
 Schools Division Superintendents
 All Divisions
 All Other Concerned

1. Relative to DM-OUHROD-2024-1953 re: Conduct of Training of Trainers for the Specialized Training Program for Guidance Designates-Phases 1 and 2, this office calls for participants to the **Specialized Training Program for Guidance Designates**. The training is designed and developed to capacitate and empower guidance designates to successfully perform their crucial duties and responsibilities contributing to the overall well-being of learners.

2. To kick off the implementation of the specialized training program, the National Educators Academy of the Philippines (NEAP) Professional Development Division will conduct the **Training of Trainers for Guidance Designates Phase 1 and Phase 2**, with the following details:

Activity	Date	Venue
Training of Trainers – Phase 1	18-22 November 2024	Ecotech Center, Lahug, Cebu City
Training of Trainers – Phase 2	02-06 December 2024	

3. **Twenty (20) selected Registered Guidance Counselors (RGCs) per region** will participate in this *Training of Trainers*, totaling 320 participating RGCs for Phases 1 and 2. Upon completion of the training, they will form part of the **NEAP Faculty** who will be responsible for capacitating Guidance Designates in their respective regions.

4. The identified participants are requested to confirm their attendance through the following **on or before 30 October 2024**:

Link: https://bit.ly/Pre-reg_TOTforGD or QR Code:



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

DepEd Tayo Cordillera

<https://depedcar.ph>



Certificate No. PHP QMS 24 93 0192

5. For reference, attached are the *Indicative Program of Activities (Enclosure 1)*, *List of Participants (Enclosure 2)*, and *List of Resource Persons (Enclosure 3)*.
6. The participants are advised to check in on Day 0 (Sunday) and check out on Day 5 (Friday). Please see the meal schedule below.

Meals	Day 0 Sun	Day 1 Mon	Day 2 Tue	Day 3 Wed	Day 4 Thu	Day 5 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

7. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
8. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while their transportation, per diem, and other incidental expenses will be charged to downloaded HRD funds for this purpose, subject to the usual accounting and auditing rules and regulations.
9. Should there be any shortage of downloaded HRD funds for travel expenses due to change of venue, it is requested that the amount to cover the deficit be charged against RO/SDO HRD funds or other local funds, subject to the usual accounting and auditing rules and regulations. On the other hand, savings generated after the processing of travel expenses of the participants for the activity may be used for other reimbursements of travel expenses relative to participation in other trainings, workshops, and other professional development activities, subject to the same rules and regulations.
10. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, in case the activities will fall on weekends, holidays, and work suspension.
11. Immediate and widest dissemination of this Memorandum is directed.


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

(Enclosure 1 to RM No. 739.20,24

**INDICATIVE PROGRAM OF ACTIVITIES
SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES
TRAINING OF TRAINERS - PHASES 1 AND 2**

Dates: December 2 – 6, 2024

Venue: Ecotech Center, Lahug, Cebu City

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Opening Program		Management of Learning		
8:30am-10:00am	Module 1: Guidance and Counseling	Module 4: Handling Common Concerns in Schools 4.1.A Bullying	Module 4: Handling Common Concerns in Schools 4.2.B Drug Addiction	Module 5: Risk Assessment and Referral	Work Action Plan (WAP)
10:00am-10:15am	HEALTH BREAK				
10:15am-12:00pm	Module 2: Guidance Programs and Services	Continuation of 4.1.A Bullying	Continuation of 4.2.A Drug Addiction	Continuation of Module 5: Risk Assessment and Referral	Self-Care
12:00pm-1:00pm	LUNCH BREAK				
1:00-3:00pm	Module 3: Healthy Communication	4.1.B Harassment	Module 4: Handling Common Concerns in Schools 4.3 Suicide	Module 6: Guidance Program Development	Closing Program
3:00pm-3:15pm	HEALTH BREAK				
3:15pm-4:45pm	Module 3: Psychological First-Aid (PFA)	Module 4: Handling Common Concerns in Schools 4.2.A Internet Addiction	Continuation of 4.3 Suicide	Facilitation Skills	
4:45pm-5:00pm	End of Day Evaluation				

**INDICATIVE PROGRAM OF ACTIVITIES
SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES
TRAINING OF TRAINERS - PHASES 1 AND 2**

Dates: November 18 – 22, 2024

Venue: Ecotech Center, Lahug, Cebu City

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Opening Program		Management of Learning		
8:30am-10:00am	Module 1: Guidance and Counseling	Module 4: Handling Common Concerns in Schools 4.1.A Bullying	Module 4: Handling Common Concerns in Schools 4.2.B Drug Addiction	Module 5: Risk Assessment and Referral	Work Action Plan (WAP)
10:00am-10:15am	HEALTH BREAK				
10:15am-12:00pm	Module 2: Guidance Programs and Services	Continuation of 4.1.A Bullying	Continuation of 4.2.A Drug Addiction	Continuation of Module 5: Risk Assessment and Referral	Self-Care
12:00pm-1:00pm	LUNCH BREAK				
1:00-3:00pm	Module 3: Healthy Communication	4.1.B Harassment	Module 4: Handling Common Concerns in Schools 4.3 Suicide	Module 6: Guidance Program Development	Closing Program
3:00pm-3:15pm	HEALTH BREAK				
3:15pm-4:45pm	Module 3: Psychological First-Aid (PFA)	Module 4: Handling Common Concerns in Schools 4.2.A Internet Addiction	Continuation of 4.3 Suicide	Facilitation Skills	
4:45pm-5:00pm	End of Day Evaluation				

LIST OF CAR PARTICIPANTS PHASE 1

NAME	POSITION	SCHOOL	DIVISION
Maria Luisa S. Mirano	Guidance Counselor III	Baguio City NHS	Baguio City
Joan Hertimia Wagang	Guidance Counselor III	Ampusongan NHS	Benguet
Roalnd F. Malafu	Guidance Counselor III	Cordillera Regional Science High School	Benguet
Jasmin P. Pimentel	Guidance Counselor III	Tabuk City NHS	Tabuk City
Renalyn B. Codod	Project Development Officer I	N/A	Mountain Province
Eldon Harris B. Soriano	Guidance Counselor III	Pines City NHS	Baguio City
Brenda M. Matias	Guidance Counselor III	Benguet NHS	Benguet
Jocelyn J. Fetiza	Guidance Counselor III	Irisan NHS	Baguio City
Maribel T. Belgica	Guidance Counselor III	Guisad Valley NHS	Baguio City
Renelita C. Ngatyon	Guidance Counselor III	Hingyon NHS	Ifugao

LIST OF CAR PARTICIPANTS PHASE 2

141	Janine Angelica S. Tabcao	Guidance Counselor III	Balbalan Agro-Industrial High School	Kalinga	CAR
142	Agapita K. Base	Guidance Counselor II	Mil-an NHS	Baguio City	CAR
143	Jestoni B. Balneg	EPS II	N/A	Abra	CAR
144	Eden C. Adriatico	SEPS	N/A	Abra	CAR
145	Mayclaire A. Jimenez	PDO IV	N/A	N/A	CAR
146	Rhodelia J. Balanon	Guidance Counselor III	Baguio City NHS	Baguio City	CAR
147	Nikki C. Calixto	Guidance Counselor III	Baguio City NHS		CAR
148	Janine Angelica S. Tabcao	Guidance Counselor III	Balbalan Agro-Industrial School	SDO Kalinga	CAR
149	Joan Hertimia B. Wagang	Guidance Counselor III	Ampusongan NHS	SDO Benguet	CAR
150	Romelia Mae M. Balmaceda	Guidance Counselor III	Northern Abra NHS	SDO Abra	CAR

**LIST OF RESOURCE PERSONS
SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES
TRAINING OF TRAINERS - PHASES 1 AND 2**

*Dates: November and December
Venue: Ecotech Center, Lahug, Cebu City*

RESOURCE PERSONS					
No.	Names	School	Division	Region	Position/Designation
1.	Annabella G. Dingwasen	Benigno V. Aldana National High School	Pangasinan II	I	Guidance Counselor III
2.	Ma. Katleen Maye A. Haban	Quezon National High School	Isabela	II	Guidance Counselor III
3.	Julie E. Dangan	Morong National High School	Bataan	III	Guidance Counselor III
4.	Mariz P. Borgoños-Pales	Liliw National High School	Laguna	IV-A	Guidance Counselor III
5.	Floyd A. Socrates	Palawan National High School	Puerto Princesa	MIMAROPA	Guidance Counselor III
6.	Kurt Essa A. Rastrullo	Cabangan National High School	Legazpi City	V	Guidance Counselor II
7.	Kareen B. Arcenas	Cabatuan National Comprehensive High School	Iloilo	VI	Guidance Counselor III
8.	Nerizza Conie E. Camacho	Abellana National High School	Cebu City	VII	Guidance Counselor III
9.	Julienne Rose P. Saballa	Leyte National High School	Tacloban City	VIII	Guidance Coordinator III
10.	Mark Risty S. Tanawon	N/A	Zamboanga del Sur	IX	Guidance Counselor I
11.	Joan B. Cañeda	Iligan City National High School	Iligan City	X	Guidance Coordinator III
12.	Melecare M. Carrillo	Tagum National High School	Tagum City	XI	Guidance Counselor III
13.	Ryan A. Betoya	General Santos City SPED Integrated School	General Santos City	XII	Guidance Counselor II
14.	Generuth M. Bagaforo	N/A	Butuan City	CARAGA	Education Program Supervisor II
15.	Doddie Marie L. Duclan	N/A	Tabuk City	CAR	Education Program Supervisor
16.	Harlene Rose V. Mamüt	Rizal Experimental Station and Pilot School of Cottage Industries	Pasig City	NCR	Guidance Coordinator I