

Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

AUGUST 28, 2025

DIVISION MEMORANDUM

No. 291 s. 2025

**CORRIGENDUM ON DIVISION MEMORANDUM TITLED FINAL SCHEDULE AND VENUE
FOR THE REGIONAL ROLLOUT OF THE CONDUCT OF THE CAREER GUIDANCE
PROGRAM SCHOOL-BASED TRAINING OF
CAREER ADVOCATES (SBTCA)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Project Development Officer I
Concerned Secondary School Heads
Concerned Secondary Teacher-Advisers
All Others Concerned

1. Regarding the Division Memorandum No. 235, s.2025 titled Final Schedule and Venue for the Regional Rollout of the Conduct of the Career Guidance Program School-Based Training of Career Advocates (SBTCA), the training schedule is changed to September 1-5, 2025 at Country Village Hotel, Carmen, Cagayan de Oro City.

2. This office also announces the change of participant,

No.	From	To	Station	Position
1.	Angelita D. Putol	Edjay F. Sabayanan	Molugan NHS	Teacher I

3. School Heads must ensure the full implementation of **DepEd Order No. 9, s.2005**, titled ***"Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith,"*** particularly the proactive assignment of available teachers to take over classes when the regular teacher is absent, on official business, or attending training sessions.

4. Travel and other expenses incurred during this activity shall be charged to local funds in accordance with existing accounting and auditing rules and regulations.

5. Other provisions stipulated in the previous memorandum shall remain in effect.



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@depd.gov.ph
Website: depdelsalvadorcity.net

Doc. Ref. Code		Rev	00
Effectivity		Page	1 of 2

6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
7. This Office directs immediate dissemination and compliance to this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent)

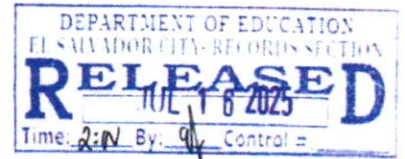
ATCH: As stated
REFERENCE: Regional Memorandum No. 512, s.2025
Division Memorandum No. 235, s.2025
To be indicated in the Perpetual Index
under the following subjects:

YOUTH FORMATION TRAINING
CAREER GUIDANCE PROGRAM CORRIGENDUM

SGOD/YFD/*evm*



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



15 July 2025

DIVISION MEMORANDUM

No. 235, s. 2025

**FINAL SCHEDULE AND VENUE FOR THE REGIONAL ROLLOUT OF
THE CONDUCT OF THE CAREER GUIDANCE PROGRAM SCHOOL
BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors, CID and SGOD
Project Development Officer I
All Secondary School School Heads
All Others Concerned
This Division

1. This issuance refers to Regional Memorandum no 512, s.2025 on the Final Schedule and Venue for the Regional Rollout of the Conduct of the Career Guidance Program School Based Training of Career Advocates (SBTCA) on August 11-15, 2025 at The VIP Hotel, Cagayan de Oro City.
2. Please see *Enclosure 1* for the *List of Participants*.
3. A pre-work meeting for the PMT, Regional Technical Working Group Members, trainers, and advisers is scheduled on July 16-17 at The VIP Hotel, Cagayan de Oro City.
4. A post-work activity will also be conducted on August 19-20 at the National Educators Academy of the Philippines (NEAP) – Region X, Lapasan, Cagayan de Oro City.
5. The cost for meals (dinner only from Day 1 to 5), accommodation, and incidental expenses of the participants shall be charged to local funds. However, the cost for meals, board and lodging of the PMT, trainers, and advisers shall be charged against RO-YFD funds while travel and other incidental expenses shall be charged to local funds, subject to usual accounting, budgeting, auditing rules and regulations.
6. This activity adheres to Equal Opportunity Principle (EOP) in the conduct of this activity. Hence, all decisions and actions shall be based solely on the guidelines set forth, with no discrimination on the account



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

*Transforming Schools,
Forging Partners*





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

of age, ethnicity, gender, marital status, religion, and political affiliation.

7. For dissemination, guidance and strict compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: As stated
REFERENCE: Regional Memorandum No. 512, s. 2025
To be indicated in the Perpetual Index
under the following subjects:
YOUTH FORMATION TRAINING
CAREER GUIDANCE PROGRAM

SGOD/YFD/eum



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

Transforming Schools,
Forging Partners





OTS: 25-134926

First Copy of Three

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

July 9, 2025

REGIONAL MEMORANDUM
No. 512, s. 2025

UPDATED REGIONAL MEMORANDUM NO. 484, S. 2025
(FINAL SCHEDULE AND VENUE FOR THE REGIONAL ROLLOUT OF THE
CONDUCT OF THE CAREER GUIDANCE PROGRAM SCHOOL BASED
TRAINING OF CAREER ADVOCATES (SBTCA))

To: Assistant Regional Director
Schools Division Superintendents
Chief Education Supervisors, CID and SGOD
Division Youth Formation Coordinators
Division HRD SEPS
All Others Concerned

1. Regarding **Regional Memorandum No. 484, s. 2025** on the **Final Schedule and Venue for the Regional Rollout of the Conduct of the Career Guidance Program School Based Training of Career Advocates (SBTCA)**, the activity at The VIP Hotel, Cagayan de Oro City has been rescheduled on the following dates:

Training Dates	Division	Number of Participants
Cluster 1 July 28 - August 1, 2025	Bukidnon	136
	Malaybalay	34
	Valencia	44
	Camiguin	18
	Oroquieta	18
	Total	250
Cluster 2 August 4 - 8, 2025	Cagayan de Oro	82
	Gingoog	32
	Tangub	16
	Misamis Oriental	120
	Total	250
Cluster 2 August 11 - 15, 2025	El Salvador	10
	Iligan	52
	Lanao	86
	Misamis Occidental	70
	Ozamiz	32
	Total	250

2. The updated list of Program Management Team (PMT) members, trainers, and participants by Schools Division Office (SDO), and other administrative details related to this activity are attached for reference.



3. Likewise, a pre-work meeting for the PMT, Regional Technical Working Group (RTWG) Members, trainers, and advisers is scheduled on July 16-17 at The VIP Hotel, Cagayan de Oro City.
4. A post-work activity will also be conducted on August 19-20 at the National Educators Academy of the Philippines (NEAP) - Region X, Lapasan, Cagayan de Oro City.
5. The cost for meals, board and lodging of the PMT, trainers, and advisers shall be charged against RO-YFD funds while travel and other incidental expenses shall be charged to local funds, subject to usual accounting, budgeting, auditing rules and regulations.
6. All other provisions of the previous Memorandum remain the same.
7. This Office directs the immediate and wide dissemination of this Memorandum.

DR. ARTURO B. BAYOCOT, CESO III,
Regional Director

For the Regional Director:

ATTY. SHIRLEY O. CHATTO
Chief Administrative Officer

ATCL: As stated
To be indicated in the Perpetual Index
under the following subject:

TRAINING PROGRAMS

HKDD/mdtan



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure 1. List of Participants

**FINAL SCHEDULE AND VENUE FOR THE REGIONAL ROLLOUT OF
THE CONDUCT OF THE CAREER GUIDANCE PROGRAM SCHOOL
BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

Teacher Participants for CGP SBTCA		
Training Dates: Cluster 2		Inclusive Dates: August 11-14, 2025
No.	Name	School
1	Jemwel Otiamas	Sambulawan National High School
2	Joerigene Odette Neri	Sambulawan National High School
3	Rheaneza Loon	Cogon National High School
4	Cloyd Magdugo	Cogon National High School
5	Rex Edrozo	Sinaloc National High School
6	Kweeny Marie Samson	Sinaloc National High School
7	Joselito Hermoso	Molugan National High School
8	Angelita Putol	Molugan National High School
9	Gabriel Roble	El Salvador City National High School
10	Jeaneth Naayao	El Salvador City National High School

CGP SBTCA Class Adviser		
Training Dates: Cluster 2 and 3		Inclusive Dates: August 04-15, 2025
No.	Name	Position
1	Esmael V. Malaco, Jr.	PDO I/DYFC



SCHOOL BASED TRAINING OF CAREER ADVOCATES (SBTCA) ACTIVITY MATRIX AND TASKING GUIDE

DIVISION OF CAGAYAN DE ORO & DIVISION OF EL SALVADOR CITY

Task	Class 1	Class 2
Facilitators (CGP Trainers)	Marecil O. Alfeche Christ Mae Saculungan Beato C. Buot Jennifer T. Cabatingi	Jasper Cañete Angelina Tamala Beverly Daloyon Joan B. Caneda
Participants / Class Size	46	46
Lead Class Advisers	Loredelle L. Tacandong	Esmael V. Malaco, Jr.
Assistant Class Advisers	Ariel C. Mutia	Alvic Marie S. Francisco
YFD Focal	Michael Dave B. Tan	
CLMD / CID Focal	Rochelle Luzano	
NEAP Focal	Derrold Marl S. Aves / Mary Caress T. Galono	
Lead Secretariat	Jairus John M. Gochuco	
QAME Officers / Welfare Officers	Eleanor Consejo H. Rollan / Amor Radaza	
Health Personnel	Kito-Kristian Francisco	
Resource and Materials Managers	Rochelle Luzano / Karah Mae Jerusalem	

Breakdown of Attendees:

CGP Trainers - 8
 Lead Class Advisers - 2
 Asst. Class Advisers - 2
 YFD Focal - 1
 CID Focal/Resource and Materials - 1
 NEAP Focal - 1
 Lead Secretariat - 1
 QAME Officers - 1
 Health Personnel - 1
 Top Management - 3

ACTIVITY MATRIX

Session No.	Duration	Day & Time	Topic	Class 1	Class 2
DAY 1 - Monday September 1, 2025					
Arrival & Registration	60 mins	8:00-10:00 pm			
Opening Program	60 mins	Day 1 (10:00-11:00 am)	Opening Program • National Anthem • Ecumenical Prayer • DepEd QPS • Welcome Remarks/ Message • Introduction of Participants • Photo Documentation • Pre-Test	PMT / YFD	PMT / YFD
Plenary 1	60 mins	Day 1 (11:00-12:00 pm)	YFD CGP Introduction	Jairus John M. Gochuco	
Lunch Break	60 mins	Day 1 (12:00-1:00 pm)			
Plenary 2	75 mins	Day 1 (1:00-2:15 pm)	Overview of the Career Guidance Program	Loredelle L. Tacandong	
Module 1 Session 1	90 mins	Day 1 (2:15-3:45 pm)	Guidance: Principles, Goals, and other-related Concepts	Facilitator: Marecil O. Alfeche Co-Facilitator: Ariel C. Mutia	Facilitator: Co-Facilitator: Alvic Marie S. Francisco
Health Break	15 mins	Day 1 (3:45-4:00 pm)			
	60 mins	Day 1 4:00-5:00 pm	Program Evaluation (QAME) End of the day evaluation / Writing Activity / Reflection / Other Reminders	YFD	YFD
Wrap-up/ Reminders/ Debriefing	60 mins	Day 1 5:00-6:00 pm	Debriefing with Core Management Team	PMT / Trainers	
DAY 2 - Tuesday September 2, 2025					

Session No.	Duration	Day & Time	Topic	Class 1	Class 2
Management of Learning	30 mins	Day 2 8:00-8:30 am	- Nationalistic Song - Ecumenical Prayer - Energizer - Recap - Reminders	YFD	YFD
Module 1 Session 2	105 mins	Day 2 (8:30 am-10:15 am)	Guidance Service and Clientele	Facilitator: Christ Mae Saculigan Co-Facilitator: Ariel C. Mutia	Facilitator: Co-Facilitator: Alvic Marie S. Francisco
Health Break	15 mins	Day 2 10:15-10:30 am			
Module 1 Session 3	75 mins	Day 2 10:30-11:45 pm	The History of Career Guidance	Facilitator: Beato C. Buot Co-Facilitator: Ariel C. Mutia	Facilitator: Co-Facilitator: Alvic Marie S. Francisco
Lunch Break	60 mins	Day 2 12:00 - 1:00 pm			
Module 1 Session 4	75 mins	Day 2 1:00 – 2:15 pm	Career Education in the Context of Guidance	Facilitator: Jennifer T. Cabatingan Co-Facilitator: Ariel C. Mutia	Facilitator: Angelina Tamala Co-Facilitator: Alvic Marie S. Francisco
Module 1 Session 5	60 mins	Day 2 2:15 – 3:15 pm	Theories of Career Choice and Development	Facilitator: Christ Mae Saculigan Co-Facilitator: Ariel C. Mutia	Facilitator: Jasper Cafete Co-Facilitator: Alvic Marie S. Francisco
Health Break	15 mins	Day 2 3:15-3:30 pm			
Module 2 Session 6	90 mins	Day 2 3:30-5:00 pm	Legal Bases of Career Guidance in the Philippines	Facilitator: Jennifer T. Cabatingan Co-Facilitator: Ariel C. Mutia	Facilitator: Jasper Cafete Co-Facilitator: Alvic Marie S. Francisco
	15 mins	Day 2 5:00-5:15 pm	Program Evaluation (QAME) End of the day evaluation / Writing Activity / Reflection / Other Reminders		
Wrap-up/ Reminders/ Debriefing	45 mins	Day 2 5:15-6:00 pm	Debriefing with Core Management Team	PMT / Trainers	
DAY 3 - Wednesday September 3, 2025					

Session No.	Duration	Day & Time	Topic	Class 1	Class 2
Management of Learning	30 mins	Day 3 8:00-8:30 am	- Nationalistic Song - Ecumenical Prayer - Energizer - Recap - Reminders		
Module 2 Session 7	105 mins	Day 3 8:30-10:15 am)	The Career Advocate	Facilitator: Marecil O. Alfeche Co-Facilitator: Ariel C. Mutia	Facilitator: Angelina Tamala Co-Facilitator: Alvic Marie S. Francisco
Health Break	15 mins	Day 3 10:15 am – 10:30 am			
Module 2 Session 8	90 mins	Day 3 (10:30-12:00 pm)	Linkages Development	Facilitator: Beato C. Buot Co-Facilitator: Ariel C. Mutia	Facilitator: Co-Facilitator: Alvic Marie S. Francisco
Lunch Break	60 mins	Day 3 12:00 - 1:00 pm			
Module 2 Session 9	80 mins	Day 3 (1:00 – 2:20 pm)	Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System	Facilitator: Christ Mae Saculigan Co-Facilitator: Ariel C. Mutia	Facilitator: Co-Facilitator: Alvic Marie S. Francisco
Module 3 Session 10	195 mins	Day 3 (2:20-5:45 pm)	Guidance Service as a Delivery System <i>*Inclusive of 15-min health break</i>	Facilitator: Jennifer T. Cabatingan Co-Facilitator: Ariel C. Mutia	Facilitator: Co-Facilitator: Alvic Marie S. Francisco
	15 mins	Day 3 5:45 -6:00 pm	Program Evaluation (QAME) End of the day evaluation / Clearing House / Other Reminders	YFD	YFD
Wrap-up/ Reminders/ Debriefing	60 mins	Day 3 5:00-6:00 pm	Debriefing with Core Management Team	PMT / Trainers	
DAY 4 - Thursday September 4, 2025					

Session No.	Duration	Day & Time	Topic	Class 1	Class 2
Management of Learning	30 mins	Day 4 8:00-8:30 am	• Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders		
Module 3 Session 11	120 mins	Day 4 8:30-10:30 am	Co-curricular Activities as a Delivery System	Facilitator: Marecil O. Alfeche Co-Facilitator: Ariel C. Mutia	Facilitator: Angelina Tamala Co-Facilitator: Alvic Marie S. Francisco
Health Break	15 mins	Day 4 10:30-10:45 am			
Module 3 Session 12	75 mins	Day 4 10:45-12:00 pm	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)	Facilitator: Beato C. Buot Co-Facilitator: Ariel C. Mutia	Facilitator: Co-Facilitator: Alvic Marie S. Francisco
Lunch Break	60 mins	Day 4 12:00 - 1:00 pm			
Plenary	120 mins	Day 4 1:00 - 3:00 pm	WAP Orientation	Facilitator: Marecil O. Alfeche	
Health Break	15 mins	Day 4 3:00-3:15 pm			
	30 mins	Day 4 3:15 -3:45 pm	Program Evaluation (QAME) End of the day evaluation / Clearing House / Other Reminders	YFD	YFD
Wrap-up/ Reminders/ Debriefing	60 mins	Day 4 3:45-4:45 pm	Debriefing with Core Management Team	PMT / Trainers	
DAY 5 - Friday September 5, 2025					

Session No.	Duration	Day & Time	Topic	Class 1	Class 2
Management of Learning	30 mins	Day 5 8:00 - 8:30 am	• Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders		
	210 mins	Day 5 8:30 – 12:00 pm	Post Test End of the day evaluation/ clearing house / other reminders Closing Program • Impressions • Challenges • Distribution of Certificates • Closing Message by Class Adviser/s	PMT / YFD	PMT / YFD

Task	Assigned Personnel	Roles and Responsibilities
Lead Class Adviser	Loredelle L. Tacandong Esmael V. Malaco	1. Ensures overall logistics and operations are running smoothly. 2. Act as the point of contact for any emergencies or unforeseen situations. 3. Oversees the schedule to ensure that sessions start and end on time. 4. Oversees all training materials, supplies, and resources. 5. Ensures all necessary equipment is set-up and functional. 6. Manage distribution of hand-outs, documents and other resources. 7. Facilitates Class QAME. 8. Leads the class post-activity debriefing sessions. 9. Reports to the CID Focal for any content-related TA needed.
Assistant Class Adviser (Secretariat / Documenter)	Ariel C. Mutia Alvic Marie S. Francisco	1. Manages daily participant registration and check-in process. 2. Administers Class Pre-test, Post-test and Career Advocate Certification Assessment. 3. Records key discussions, decisions, and action items. 4. Creates summaries or reports for each session. 5. Compiles all documentation into a cohesive seminar report. 6. Reports to the Lead Secretariat when necessary.
Lead Secretariat	Jairus John M. Gochuco	
QAME Officer / Welfare Officer	Eleanor Consejo H. Rollan Amor A. Radaza	1. Collect feedback from participants to evaluate the seminar's impact. 2. Provides Daily QAME Link and Results for the classes. 3. Identify areas for improvement and make recommendations for future seminars. 4. Ensure that seminar meets organizational standards and objectives. 5. Administers Overall Pre-test, Post-test, and Career Guidance Assessment Test. 6. Collects and safeguards the confidentiality of the assessment and its results and shall submit the official list of passers and non-passers to their respective SDOs before submitting the results to YFD Regional Office X.
Resource and Materials Managers	Rochelle A. Luzano Karah Mae G. Jerusalem	