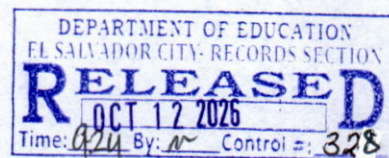




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



October 08, 2026

DIVISION MEMORANDUM
No. 328 s. 2026

**PRE-DEPLOYMENT ORIENTATION AND CAPABILITY-BUILDING WORKSHOP FOR
NEWLY APPOINTED SCHOOL COUNSELOR ASSOCIATE I**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Division Learner Rights and Protection Officer
Elementary and Secondary School Heads
All Others Concerned

1. In line with the implementation of the Basic Education Mental Health and Well-Being Promotion Act (Republic Act No. 12080) and its Implementing Rules and Regulations, the Schools Division of El Salvador City shall conduct a **Pre-Deployment Orientation and Capability-Building Workshop for the newly appointed School Counselor Associate I (SCA I)** prior to their deployment to their respective schools on **October 12, 2026**, 8:00AM to 5:00PM at **Conference Room, 2nd Floor, Diamond Building, El Salvador City**.

2. The activity aims to establish a common understanding among the newly appointed SCA I on their roles, responsibilities, professional boundaries, ethical practices, and coordination mechanisms in providing school-based guidance and mental health support to learners.

3. Attached to this Memorandum are the List of Participants and Technical Working Group (**Enclosure 1**) and Program Flow (**Enclosure 2**) for the conduct of this activity.

4. This activity shall adhere 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 of age, ethnicity, gender, marital status, religion and political affiliation.

5. For information and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: DM 55, s.2026,
To be indicated in the Perpetual Index
under the following subjects:
ORIENTATION SCA
SGOD/LRP/eum



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

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 4



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Enclosure 1. List of Participants

No.	Name	Plantilla/Position	Official Station
1	JERRY A. APAG	SCA I/Participant	To be assigned
2	MIA MELODY D. RAMOSO	SCA I/Participant	To be assigned
3	RUTH A. CALUBAG	SCA I/Participant	To be assigned
4	RONEL L. NOB	SCA I/Participant	To be assigned
5	ARVAN EARL C. VALLE	SCA I/Participant	To be assigned
6	MICHAEL A. BAILADO	SCA I/Participant	To be assigned
7	GERLISSA KRISTI R. AMOGUIS	SCA I/Participant	To be assigned
8	SON NIEL F. BEQUIISO	SCA I/Participant	To be assigned
9	REMYR GRACE A. MERCADO	SCA I/Participant	To be assigned
10	DYESABIL O. CAGAS	SCA I/Participant	To be assigned

Technical Working Group

No.	Name	Plantilla/Position	Committee/Role
1	RANDOLPH B. TORTOLA	SDS	Overall Chairperson / Initiator
2	CONNIEBEL C. NISTAL	ASDS	Vice Chairperson / Co-Initiator
3	ROLLY B. LABIS	SGOD Chief	Technical Chair / Program Lead
4	ANALYN G. FABRIA	EPS, SGOD	Technical supervision and coordination
5	MARILOU Y. DESCALLAR, RGC	EPS II	Technical Lead / Activity Coordinator
6	ESMAEL V. MALACO, JR.	PDO I	Technical Lead / Activity Coordinator
7	MARICRIS P. QUISMUNDO	SEPS	Assessment/Evaluation
8	IRVIN JOHN R. TAGAPULOT	MO III	Speaker/Medical Responder
9	VANESSA PRORES L. TIAD	NURSE II	Secretariat, Documentation, Certificates
10	JAMES WORREN CLARABAL	JO	Venue and Physical Arrangement
11	CECILLE Z. KHOBUNTIN	NURSE II	Program Host



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ENCLOSURE II. PROGRAM FLOW / ACTIVITY MATRIX

Time	Activity	Participants	Facilitator/In-Charge
8:00–8:30	Attendance at Morning Convocation Introduction in the Assembly	10 School Counselor Associate I	Secretariat / Guidance Focal Person
8:30-9:00	Registration, pre-assessment, expectations setting	10 School Counselor Associate I	Secretariat / Guidance Focal Person
9:00–9:30	Welcome Remarks Statement of Purpose Inspiring Message	10 School Counselor Associate I	CONNIEBEL C. NISTAL, PhD Assistant Schools Division Superintendent ROLLY B. LABIS, EdD SGOD Chief RANDOLPH B. TORTOLA Schools Division Superintendent
9:30–10:15	Topic 1: Role clarity, KRAs, professional boundaries, supervision, coordination, and reporting	10 School Counselor Associate I	PAMELA LOUISE P. MARBAN, RPM, RGC
10:15-10:30	Health break	All	Secretariat
10:30-11:15	Topic 2: Ethical Practice, Confidentiality and its limits, Informed Communication, Data Privacy, Records Management, and Documentation	10 School Counselor Associate I	PAMELA LOUISE P. MARBAN, RPM, RGC
11:15-11:30	Topic 3: Listen, Guide, Empower: Becoming a School Counselor	10 School Counselor Associate I	GIE GRACE A. CESAR



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	Who Makes a Difference		
11:30–12:00	Topic 4: School Mental Health Program	10 School Counselor Associate I	IRVIN JOHN R. TAGAPULOT, MO III
12:00–1:00	Lunch break	All	Secretariat
1:00–2:00	Topic 5: Learner Mental Health and Psychosocial Concerns; Recognizing Warning signs, immediate safety steps, crisis escalation, and referral (Case-based workshop: Intake, Supportive listening, Case notes, and Referral pathway)	10 School Counselor Associate I	MARILOU Y. DESCALLAR, RGC Education Program Specialist II, SMME/DO Guidance and Counseling Focal Person
2:00–2:45	Topic 6: Child protection, bullying, gender sensitivity, inclusion, and culturally responsive learner support	10 School Counselor Associate I	ESMAEL V. MALACO, JR. Youth Formation Coordinator
2:45–3:00	Health break	All	Secretariat
3:00–4:00	Workshop: Preparing for a school guidance action plan, coordination map, and monitoring indicators	10 School Counselor Associate I	MARILOU Y. DESCALLAR, RGC Education Program Specialist II, SMME/DO Guidance and Counseling Focal Person
4:00–4:30	Presentation of action plans; feedback and commitments	10 School Counselor Associate I	Panel / DO Guidance Focal Person
4:30–5:00	Post-assessment, evaluation, next steps, and closing	All	Secretariat / Guidance Focal Person