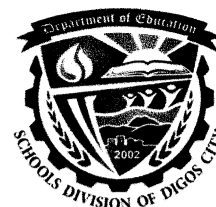




Republic of the Philippines
Department of Education
REGION XI
CITY SCHOOLS DIVISION OF DIGOS CITY
Digos City



Office of the City Schools Division

Tel. No.: (082)553-8376; 553-8396

DIVISION MEMORANDUM

No. 606 s. 2017

TO: PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY SCHOOLS PRINCIPALS/HT/SIC
JUNIOR HIGH SCHOOL PRINCIPALS/HT/SIC
SENIOR HIGH SCHOOL PRINCIPALS/HT/SIC


Learning Facilitators:

ROFELIA T. DE MESA
Guidance Coordinator II

CHONA LASIB
Guidance Coordinator III

IDA I. JUEZAN
Public Schools District Supervisor

ATTN : ELEMENTARY SCHOOLS GUIDANCE ASSOCIATES
JUNIOR AND SENIOR HIGH SCHOOL GUIDANCE
ASSOCIATES/GUIDANCE COUNSELORS

FROM: 
WINNIE E. BATOON, Ed. D.
Officer In-charge
Office of the Schools Division Superintendent

SUBJECT: 3-DAY DIVISION GUIDANCE ASSOCIATES CAPACITY
BUILDING SEMINAR-WORKSHOP ON BASIC SKILLS IN
GUIDANCE AND COUNSELING


DATE: September 5, 2017

1. Digos City Division Guidance Office will conduct a Seminar-Workshop for all Guidance Associates on Basic Skills and Techniques in Guidance and Counseling on September 13-15, 2017 at Arnaldo's Hotel and Restaurant, Digos City.
2. Attached herewith are the List of Participants and the Program of Activities with its assigned Program Facilitators and Learning Facilitators.
3. Travel expenses incurred during the 3-day Seminar-Workshop are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

DepEd Schools Division Office

RELEASED

Date: 06 SEP 2017 Time: 9:00 AM

By: 

Guidance Associates 3-day Capacity Building Seminar Participants

39 Elementary School Guidance Counselors/Associates

ORIENTAL DISTRICT SCHOOLS	
1	Aplaya ES – Elsie J. Demaulo
1	Badiang ES – Rhoda Mae S. Jison
1	Bagumbuhay ES – Irene B. Gemota
1	Cogon ES – Irene G. Quizon
1	Dawis ES – Gemma G. Daño
2	Don Mariano Marcos ES- Duriza V. Sison and Maricar F. Daray
1	Igpit ES – Angelisa O. Cabalquinto
1	Isaac Abalayan ES – Eva P. Gutierrez
1	Kibanban ES – Dolor O. Montecalvo
1	Pedro Garcia ES – Leah R. Beronilla
1	San Miguel ES- Mary Jane A. Soriano
2	Ramon Magsaysay Central ES- Melacres L. Campomayor and Claire C. Acido
OCCIDENTAL DISTRICT SCHOOLS	
1	Arcaflor Maniapao ES – Rosel A. Remegio
1	Balabag ES – Aillen Mae W. Bautista
1	Casildo B. Nonol Sr. ES –Katherine Y. Villagonzalo
1	Colorado ES – Marichu F. Alberca
1	Damnas ES – Meldrid A. Pedrosa
2	Digos City Central ES- Analyn P. Manapol and Sarna A. Maung
1	Domingo Abawag Sr. ES - Gina C. Yulin
1	Dulangan ES – Edna S. Visiata
1	Federico Alferez ES – Janet B. Claro
1	Jolencio R. Alberca ES- Marybeth D. Cadion
1	Lungag ES – Eliezer R. Subteniente
1	Mahayahay ES – Sallie D. España
1	Pedro V. Basalan ES – Veronica M. Sasi
1	Ranao ES – Pedro L. Roble
1	Remedios N. SAplala ES-Elvie F. Sumampong
1	Ruparan ES – Ruty M. Udo
MT. APO DISTRICT SCHOOLS	
1	Apolandia ES – Mercy Grace Arendain
1	Binaton ES- Joy Jean A. Mabandos
1	G. Reusora Central ES – Fe S. Cartajenas
1	Marawer ES – Jazzel A. Sosmeña
1	Matti ES – Hilda E. Palmero
1	Necencio A. Isidro ES – Shiela D. Cometa
1	Rizal Central ES – Fely T. Caubalejo
1	Soong ES – Susan M.Taguian

4 Senior High School Guidance Counselors/Associates

1	Digos CitySenior High School High Sch.- Sheryl G. Aposaga
1	Kapatagan SHS – Rizza Chen T. Vender
1	Matti SHS - Juvic V. Sucayre
1	Ruparan SHS – Lanie A. Carbon

9 Facilitators and Speakers:

1. Dr. Winnie E. Batoon
2. Dr. Beverly Daugdaug
3. Ronielyn Nieves
4. Liberty Sosas
5. Rofelia T. de Mesa
6. Rosa Zozobrado
7. Chona Lasib
8. Aquilino Baña
9. Erlinda G. Baña
10. Ida Juezan

11 Junior High school Guidance Counselors/Associates

2	Digos City NHS (DCiNHS) – Maribel E. Dicdican 2 Guidance Counselors - Nenita M. Villena
1	DCiNHS–Balabag HS - Melanie P. Pano
1	DCiNHS–Igpit HS Annex – Ghia D. Codera
1	DCiNHS–Matti HS Annex – Antina E. Gerolaga
1	DCiNHS–Soong HS Annex – Roshen Casilac
1	Goma NHS = Gretzen R.Baguhin
1	DCiNHS–Aplaya HS Annex – Michelle Dane P. Abing
1	Dawis NHS – Merilou D. Jabido
1	Kapatagan NHS – Rebecca E. Rabino
1	Ruparan NHS – Niera V. Alba

PROGRAM OF ACTIVITIES

3-Day Division Guidance Associates Seminar Workshop on Basic Skill in Guidance and Counseling

Venue: Arnaldo's Hotel and Restaurant

Dates: September 13-15, 2017

7:30 – 8:00	Registration
	Opening Program ↓ Opening Prayer/Devotional – Analyn P. Manapol (Digos City Central ES) ↓ National Anthem - Rosel Remegio –Teacher I (Arcaflor Maniapao ES) ↓ Himno Digoseno
8:30-8:45	Introduction of the Participants
8:45 – 9:30	Welcome Remarks Wennie E. Batoon, Ed.D. Officer In-Charge Office of the Schools Division Superintendent
	Statement of Purpose Beverly S. Daugdaug, Ed.D. City Schools Division Chief Curriculum and Implementation Division
9:30 - 10:00	Leveling of Expectation/Brain Storming Rofelia T. de Mesa Guidance Coordinator II
10:00 – 12:00	Processing and Journeying to Inner Self Ida I. Juezan Public Schools District Supervisor
1:00 – 2:30	Duties and Responsibilities of a Guidance Counselor Chona Lasib Guidance Coordinator III
2:30 – 4:00	Orientation on School Guidance Services Including Forms and Templates for Use in the Guidance Office. Rofelia T. de Mesa Guidance Coordinator II
4:00 – 5:00	Identifying and Responding Students in Distress Rofelia T. de Mesa Guidance Coordinator II
8:00- 8:30	Unfreezing Activity: Devotional/Prayer, Recapitulation of Yesterday's Session/ Ice Breaker
8:30 – 9:00	Do's and Don'ts in Counseling and Common Misconception in Counseling
9:00 – 12:00	Basic Counseling Skills / Leads and Responses in Counseling
1:00-4:00	Basic Counseling Skills / Leads and Responses in Counseling with simulation
4:01-5:00	Open Forum
8:00 - 8:30	Unfreezing Activity: Devotional/Prayer, Recapitulation of Yesterday's Session/ Ice Breaker
8:30 – 10:30	Theories in Guidance and Counseling Chona Lasib Guidance Coordinator III

