



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

February 25, 2025

DIVISION MEMORANDUM

SGOD-2025-120

To : Assistant Schools Division Superintendent
 Division Chiefs
 Public Schools District Supervisors
 Education Program Supervisors
 Public School Heads

Attention:

1. **Mae Laarni L. Torres, Guidance Counselor III**
 Digos City National High School
2. **Divina E. Orge, Guidance Counselor II**
 Senior HS in Digos City

Subject: **ATTENDANCE IN THE TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES-PHASE 3 AND 4**

This is in reference to Regional Memorandum HRDD-2025-0039 dated February 17, 2025, signed by Allan G. Farnazo, Director IV, re: **Attendance to the Training of Trainers for the Specialized Training Program for Guidance Designates-Phase 3 and 4** on April 7-11, 2025 at Ecotech Center, Lahug, Cebu City. For information relative to the training, refer to the enclosures.

Travel and other incidental expenses shall be charged against NEAP Human Resource Development (HRD) funds while transportation, per diem, and other incidental expenses shall be charged to downloaded HRD funds, subject to the usual accounting and auditing rules and regulations.

Contact Millie Jane Fudolig or Fleura Karina Lorenzon through neap.pdd@deped.gov.ph or (02) 8715-9919, for inquiries.

Immediate dissemination of this Memorandum is desired.

For and in the absence of the
 Schools Division Superintendent:

Sollie B. Oliver, Jr.
SOLLIE B. OLIVER, JD, MATE
 Chief Education Supervisor – SGOD
 Officer In-Charge *jer*

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED

DATE: FEB 25 2025 TIME: 11:15 AM

BY: *[Signature]*

Enclosed: As stated.
 SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
 Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
 | (082)553-8375

RECORDS

25-45790



Republic of the Philippines
Department of Education
DAVAO REGION

Schools Division Office
RECORDS SECTION
RECEIVED
20 FEB 2025
4:13

February 17, 2025

REGIONAL MEMORANDUM
HRDD-2025-039

ATTENDANCE TO THE TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES-PHASE 3 AND 4

To: Assistant Regional Director
Schools Division Superintendents
Curriculum Learning and Management Division
Human Resource Development Division

1. Herewith is DM-OUHROD-2025-0327 from the Bureau of Human Resource and Organizational Development on the conduct of the Training of Trainers for the Specialized Training Program for Guidance Designates on April 7-11, 2025 at Ecotech Center, Lahug, Cebu City. For information relative to the training, refer to the enclosures.
2. Participants' board and lodging will be charged against NEAP Human Resource Development (HRD) funds while transportation, per diem, and other incidental expenses will be charged to downloaded HRD funds, Subject to the usual the usual accounting and auditing rules and regulations.
3. Contact Millie Jane Fudolig or Fleura Karina Lorenzo through neap.pdd@deped.gov.ph or (02) 8715-9919, for inquiries.
4. Immediate dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROH5/mbt

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED
DATE: 6/2/25 TIME: 4:17 PM



Republic of the Philippines
Department of Education
DAVAO REGION

Enclosure 1

LIST OF PARTICIPANTS

No.	Name	Sex	RO/SDO/ School	Position
1	Elden Orbeta	M	CID-SDO Panabo City	Education Program Supervisor
2	Jeoffrey L. Bernabe	M	RO-HRDD	Senior Education Program Specialist
3	Melecare M. Carillo	F	Tagum National High School	Guidance Counselor III
4	Adlawan, Jazenn Jane	F	Davao City-Tagakpan NHS	Guidance Counselor II
5	Amodia, Michelle H.	F	Davao City-Talomo NHS	Guidance Counselor II
6	Zafico, Jorge Jr. G.	M	Davao City-Catalunan Pequeno NHS	Guidance Counselor II
7	Estoque, Johanni T.	F	Davao City-Leon Garcia NHS	Guidance Counselor II
8	Espanol, Shella T.	F	Davao City-Mintal Comprehensive HS	Guidance Counselor II
9	Luib, Rhea O.	F	Davao City-F. Bustamante NHS	Guidance Counselor II
10	Paclibar, Maribel P.	F	Davao City-Bernardo Carpio NHS	Guidance Counselor II
11	Young Sil D. Capoy	F	Davao del Norte-Kapalong NHS	Guidance Counselor III
12	Tampipi, Annalou L.	F	Davao Del Sur-Hagonoy NHS	Guidance Counselor III
13	Torres, Mae Laarni L.	F	Digos City NHS	Guidance Counselor III
14	Orge, Divina E.	F	Senior HS in Digos City	Guidance Counselor II
15	Veras, Aileen M.	F	IGACOS-SDO	Guidance Counselor II
16	Balunos, Julie Cristy C.	F	IGACOS-SDO	Guidance Counselor II
17	Rynne Marriez P. Olea	F	Davao Oriental- SDO	Guidance Counselor II
18	Awa-ao, Dominique P.	F	Mati National Comprehensive High School	Teacher III
19	Juliet Dosol-Raganas	F	Panabo City-SDO	Guidance Coordinator III
20	Nenita L. Carredo	F	Panabo City NHS	Guidance Counselor III
21	Sharon Rose O. Cuizon	F	Panabo City-A.O. Floirendo NHS	Guidance Counselor III



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-0051
Email Address: region11@deped.gov.ph
Website: www.depedroxi.ph







Republika ng Pilipinas
Department of Education
 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2025-0327

TO : Regional Directors
 Schools Division Superintendents
 HRDD Chiefs/NEAP R Focal Persons
 All Others Concerned

FROM : 
WILFREDO E. CABRAL
 Undersecretary
 Human Resource and Organizational Development


CARMELA C. ORACION
 Assistant Secretary
 Human Resource and Organizational Development
 (National Educators Academy of the Philippines)

SUBJECT : CONDUCT OF THE TRAINING OF TRAINERS FOR THE
 SPECIALIZED TRAINING PROGRAM FOR GUIDANCE
 DESIGNATES - PHASES 3 AND 4

DATE : 07 February 2025

- The National Educators Academy of the Philippines (NEAP) has developed a **Specialized Training Program for Guidance Designates** to address the shortage of registered guidance counselors in schools by capacitating and empowering guidance designates to successfully perform their crucial role contributing to the overall well-being of learners. This is also in line with the recently passed Republic Act No. 12080 "Basic Education Mental Health and Well-Being Promotion Act."
- Following the *Training of Trainers for Guidance Designates - Phases 1 and 2* held last year, NEAP will conduct the following succeeding phases of the training:

Activity	Date	Venue
Training of Trainers - Phase 3 (Luzon Cluster)	17-21 March 2025	NEAP Baguio
Training of Trainers - Phase 4 (Visayas-Mindanao Cluster)	07-11 April 2025	Ecotech Center, Lahug, Cebu City



3. **Each Regional Office (RO) is requested to endorse the following participants to the abovementioned training activities:**

- a. A Registered Guidance Counselor (RGC) with a guidance counselor *plantilla* item who has not yet attended Phases 1 or 2;
- b. One (1) representative from the RO – HRDD/NEAP R; and
- c. One (1) Education Program Supervisor (Edukasyon sa Pagpapakatao/Values Education/GMRC).

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 Regional Directors, through the HRDD Chiefs/NEAP R Focal Persons, are requested to submit their official list of participants using the template provided in **Enclosure 1** via email to neap.pdd@deped.gov.ph (copy furnished fleura.lorenzo@deped.gov.ph / millie.fudolig@deped.gov.ph) with subject line “[**ENDORSEMENT**] Region _____ Participants to the Training of Trainers for Guidance Designates” on or before **28 February 2025**.
5. The participants are enjoined to confirm their attendance through the following registration link/QR Code on or before **07 March 2025**:

Link:

https://bit.ly/TOTGD_Phases3and4

QR Code:



6. For reference, attached are the *Indicative Program of Activities (Enclosure 2)*, *Allocated Number of Participants per Region (Enclosure 3)*, and *Members of the National Technical Working Group (Enclosure 4)*.
7. 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 1 Sun	Day 2 Mon	Day 3 Tue	Day 4 Wed	Day 5 Thu	Day 6 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

8. 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.).

9. 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.
10. 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.
11. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers," in case the activities will fall on weekends, holidays, or work suspension.
12. Should you have questions and concerns, please coordinate with **Ms. Millie Jane Fudolig** or **Ms. Fleura Karina Lorenzo** of NEAP-PDD through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
13. For immediate dissemination and appropriate action.

Enclosures:

- Enclosure 1 - Endorsement Template for Official List of Participants*
- Enclosure 2 - Indicative Program of Activities*
- Enclosure 3 - Allocated Number of Participants per Region*
- Enclosure 4 - Members of the National Technical Working Group*

Copy furnished:

**OFFICE OF THE SECRETARY
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

[NEAP-PDD/Fudolig]



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
Email Address: usec.hrd@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	DM-OUHRD	Rev	00
Effectivity	03.23.2023	Page	3 of 3





Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

<Regional Office Header>

<Month> <day>, 2025

JENNIFER E. LOPEZ

Director IV

National Educators Academy of the Philippines – Central Office

Dear Dir. Lopez:

Respectfully submitting the list of participants to attend the Training of Trainers for Guidance Designates (Phase 3/ Phase 4):

No.	Name	Sex	RO/SDO/ School	Position	DepEd Email
1					
2					

Thank you very much!

Sincerely yours,

<Full Name of Regional Director>

<Position>



Republic of the Philippines
Department of Education
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

TRAINING OF TRAINERS - PHASE 3
TRAINING PROGRAM FOR GUIDANCE DESIGNATES
 March 17 - 21, 2025

	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.B 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		





Republic of the Philippines
Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

TRAINING OF TRAINERS - PHASE 4
TRAINING PROGRAM FOR GUIDANCE DESIGNATES
 April 7 – 11, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-9:30am	Opening Program				
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.B 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		



Room 102, Rizal Building, DepEd Complex, Meralco City Center, Pasig City, Philippines
 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph
 Doc. Ref. Code: PAVMILF-022 Rev. 01
 Effectivity: 09.20.21 Page 2 of 2



Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3

LIST OF THE PARTICIPANTS
TRAINING OF TRAINERS FOR GUIDANCE DESIGNATES

PHASE 3 March 17-21, 2025		
Region	No. of Participants	Venue
I	5	NEAP, Baguio City
II	25	
III	45	
IV-A	60	
IV-B	5	
CAR	15	
NCR	35	
TOTAL	190	

PHASE 4 April 7 - 11, 2025		
Region	No. of Participants	Venue
V	30	DepEd Ecotech Center, Lahug, Cebu City
VI	25	
VII	5	
VIII	5	
IX	10	
X	25	
XI	20	
XII	15	
CARAGA	5	
TOTAL	140	



Room 208, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 8638 8638
Email Address: neap.od@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	PAWIM-F-022	Rev	01
Effectivity	09.20.21	Page	1 of 4





Republic of the Philippines
Department of Education
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 4

**MEMBERS OF THE NATIONAL TECHNICAL WORKING GROUP
 SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES
 TRAINING OF TRAINERS - PHASES 3 AND 4**

*Dates: March and April
 Venue: Baguio City and Cebu*

DEPED CENTRAL OFFICE		
Name	Designation	Office
1. Marife T. Morcilla	Project Development Officer V	NEAP- Professional Development Division
2. Alexander Simagala	Project Development Officer IV	
3. Millie Jane T. Fudolig	Senior Education Program Specialist	
4. Eric T. Sarmiento	Administrative Officer V	
5. Fleura Karina C. Lorenzo	Technical Assistant II	
6. Jojet T. Gabriel	Technical Assistant I	

DEPED REGIONS					
No.	Names	School	Division	Region	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 Specialist II



Room 208, Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 8638 8638
 Email Address: neap.od@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	PAWIM-F-022	Rev	01
Effectivity	09.20.21	Page	1 of 4





Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

15.	Doddie Marie L. Duclan	N/A	Tabuk City	CAR	Education Program Supervisor
16.	Harlene Rose V. Mamiit	Rizal Experimental Station and Pilot School of Cottage Industries	Pasig City	NCR	Guidance Coordinator I