



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

**Office of the Schools Division Superintendent**

**August 11, 2025**

**DIVISION MEMORANDUM**

SGOD-2025-487

To : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisor  
Education Program Supervisors  
Public School Heads  
Public School Teachers  
All Others Concerned

**Attention:**

**Rofelia T. De Mesa, SDO-Digos City (CID)**  
**Chona M. Lasib – DiCNHS**  
**Mae Laarni L. Torres – DICNHS**

Subject: **PLANNING ACTIVITIES ON THE CONDUCT OF CGP SBTCA**

This is in reference to Regional Memorandum HRDD-2025-198 dated August 6, 2025, signed by Allan G. Farnazo, Director IV, re: **Planning Activities on the Conduct of CGP SBTCA**, be informed that the planning activity is scheduled on **August 13-14, 2025** and **August 19-20, 2025** at **RELC-NEAP, Quirino, Davao City**. The participants are the Resource Person and members of the Program Management Team. Relevant details, list of participants and other information are found in the enclosures.

Moreover, the board and lodging, travel expenses, per diem, and other incidental expenses will be charged against the RO/SDO/School Human Resource Development Funds (HRD) subject to the usual accounting and auditing rules and regulations.

For queries, email [hrddneaprol1@gmail.com](mailto:hrddneaprol1@gmail.com).

Immediate dissemination of this Memorandum is directed.

Accepted Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: AUG 12 2025 TIME: 9:14 PM  
Enclosed: As stated.  
SGOD/jsa

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
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| (082)553-8375



RECORDS

120343



Republic of the Philippines  
**Department of Education**  
DAVAO REGION



August 6, 2025

REGIONAL MEMORANDUM  
HRDD-2025-198

PLANNING ACTIVITIES ON THE CONDUCT OF CGP SBTCA

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM-OUOPS-2025-10-01445 titled Online Orientation on the Implementing Guidelines of the Career Guidance Program School-Based Training of Career Advocates (CGP SBTCA) dated February 24, 2025, be informed that the planning activity is scheduled on August 13-14, 2025 and August 19-20, 2025 at RELC-NEAP, Quirino, Davao City. The participants are the Resource Persons and members of the Program Management Team. Relevant details, list of participants, and other information are found in the enclosures.
2. Moreover, the board and lodging, travel expenses, per diem, and other incidental expenses will be charged against the RO/SDO Human Resource Development (HRD) Funds subject to the usual accounting and auditing rules and regulations
3. For queries, email [hrddneaprol1@gmail.com](mailto:hrddneaprol1@gmail.com).
4. Immediate dissemination of this Memorandum is directed.

**ALLAN G. FARNAZO**  
Director IV 87

Encl.: As stated  
ROH3/glv

DEPARTMENT OF EDUCATION - DAVAO  
RECORDS SECTION  
**RELEASED**

DATE: August 08, 2025  
120343



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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Enclosure 1**

**List of Participants**  
(Will serve as Batch 1 Resource Speakers)

No.	Name of Trainers	FD/SDOs	Position	Plenary/ Class
1	Warlito E. Hua	RO XI- ESSD	Chief Education Supervisor	Plenary
2	Chona M. Lasib	Digos City	Guidance Coordinator III	Class 1
3	Sheila Mae H. Estabaya	Davao City	Guidance Counselor	Class 1
4	Flora May C. Villanueva	Davao de Oro	Guidance Coordinator	Class 1
5	Leonides L. Labis	Davao Occidental	Master Teacher II	Class 1
6	Marilou M. Flores	Davao City	Guidance Counselor II	Class 2
7	Leslie G. Fanugao	Davao City	Guidance Counselor I	Class 2
8	Rhea O. Luib	Davao City	Guidance Counselor II	Class 2
9	Nelyn H. Misterio	Davao City	Guidance Counselor II	Class 2
10	Marilou J. Villanueva	Davao Oriental	Education Program Supervisor/Division Coordinator	Class 3
11	Rofelia T. De Mesa	Digos City	Guidance Coordinator II	Class 3
12	Mae Laarni L. Torres	Digos City	Guidance Counselor III	Class 3
13	Jorge G. Zafico, Jr.	Davao City	Guidance Counselor	Class 3
14	Sharon Rose O. Cuizon	Panabo City	Guidance Counselor III	Class 4
15	Elden D. Orbeta	Panabo City	Education Program Supervisor	Class 4
16	Nenita L. Carredo	Panabo City	Guidance Counselor III	Class 4
17	Juliet D. Raganas	Panabo City	Guidance Coordinator III	Class 4

**List of Participants**  
(Will serve as Batch 2 Resource Speakers)

No.	Name of Trainers	FD/SDOs	Position	Plenary/ Class
1	Warlito E. Hua	RO XI- ESSD	Chief Education Supervisor	Plenary
2	Maribel P. Paclibar	Davao City	Guidance Counselor II	Class 1
3	Eliza M. Suarez	Davao City	Guidance Counselor II	Class 1
4	Jocelyn T. Olandria	Mati City	Guidance Counselor III	Class 1
5	Necasia L. Carcueva	Davao de Oro	Guidance Counselor III	Class 1
6	Marivic B. Aba-a	Davao del Norte	Guidance Counselor III	Class 2
7	Mary Joy J. Doctolero	Tagum City	Guidance Counselor III	Class 2
8	Melecare M. Carrillo	Tagum City	Guidance Counselor III	Class 2
9	Urbano Q. Jumamil, Jr.	Davao del Norte	Guidance Designate	Class 2





Republic of the Philippines  
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No.	Name of Trainers	FD/SDOs	Position	Plenary/ Class
10	Young Sil Capoy-Mediano	Davao del Norte	Guidance Counselor III	Class 3
11	Melanie O. Mandin	Davao del Norte	SEPS	Class 3
12	Aileen M. Veras	IGACOS	Guidance Counselor II	Class 3
13	Carmencita T. Pintac	Davao City	Guidance Counselor II	Class 3
14	Teresita G. Arancana	Tagum City	Guidance Counselor II	Class 4
15	Eversweet R. Santos	Tagum City	Guidance Counselor III	Class 4
16	Shirley C. Genovia	Tagum City	Guidance Counselor III	Class 4





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Enclosure 2**

**List of Program Management Team Members for Batch 1**

No.	Name of PMT	FD	Position
1	Nelma Lyn R. Barnija	HRDD-RNEAP	Chief Education Supervisor
2	Warlito E. Hua	ESSD	Chief Education Supervisor
3	Mary Jeanne B. Aldeguer	CLMD	Chief Education Supervisor
4	Jenielito S. Atillo	QAD	Chief Education Supervisor
5	Ma. Cielo D. Estrada	CLMD	EPS-Values Education
	Isidra B. Despi	HRDD	EPS
	Glen L. Villonez	HRDD	EPS
	Jeoffrey L. Bernabe	HRDD-RNEAP	SEPS
	Bonifacio Amit	ESSD	PDO II/Youth Formation Officer
	Emmanuel Alpha D. Sicam	PPRD	Planning Officer III
	Mariane B. Tubo	HRDD	EPS II
	Maureen Ava B. Acuña	HRDD-RNEAP	EPS II
	Leonard Ray E. Castillon	HRDD	EPS II
	Hannah Camille M. Cabrera	HRDD-RNEAP	ADAS III
	Kirstine Fheb Y. Reyes	HRDD	ADAS I

**List of Program Management Team Members for Batch 2**

No.	Name of PMT	FD	Position
1	Isidra B. Despi	HRDD	EPS
2	Glen L. Villonez	HRDD	EPS
3	Jeoffrey L. Bernabe	HRDD-RNEAP	SEPS
4	Mariane B. Tubo	HRDD	EPS II
5	Maureen Ava B. Acuña	HRDD-RNEAP	EPS II
	Leonard Ray E. Castillon	HRDD	EPS II
	Hannah Camille M. Cabrera	HRDD-RNEAP	ADAS III
	Kirstine Fheb Y. Reyes	HRDD	ADAS I
	Nelma Lyn R. Barnija	HRDD-RNEAP	Chief Education Supervisor
	Warlito E. Hua	ESSD	Chief Education Supervisor
	Mary Jeanne B. Aldeguer	CLMD	Chief Education Supervisor
	Jenielito S. Atillo	QAD	Chief Education Supervisor
	Ma. Cielo D. Estrada	CLMD	EPS-Values Education





Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**

**DM-OUOPS-2025-0 - 31445**

**TO :** Regional Directors  
Regional and Division Youth Formation Coordinators  
Regional and Division Edukasyon sa Pagpapakatao, GMRC  
and Values Education Supervisors  
NEAP-Regional Focal Persons  
Regional Budget Officers  
Regional Planning Officers  
Schools Division Superintendents  
Human Resource Development Division Chiefs  
School Governance and Operation Division Chiefs  
HRD Fund Focal Persons in the Division  
Regional Budget Officers  
Regional Planning Officers  
All Others Concerned

**FROM :** **MALCOLM S. GARMA**  
Assistant Secretary, Officer-in-Charge  
Office of the Undersecretary for Operations

**SUBJECT :** **ONLINE ORIENTATION ON THE IMPLEMENTING GUIDELINES  
OF THE CAREER GUIDANCE PROGRAM SCHOOL-BASED  
TRAINING OF CAREER ADVOCATES**

**DATE :** February 24, 2025

The Office of the Undersecretary for Operations (OUOPS) through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), together with the Bureau of Curriculum Development (BCD) and National Educators' Academy of the Philippines (NEAP) is set to conduct an **Online Orientation on the Implementing Guidelines for the Career Guidance Program (CGP) School-Based Training of Career Advocates (SBTCA)**.

The said orientation aims to provide essential information regarding the SBTCA to ensure its effective and efficient implementation by the end of the first to second quarter. This session is crucial for addressing any questions and ensuring alignment across all involved.

Below are the meeting details:

- **Date:** April 3-4, 2025
- **Time:** 9:00 AM
- **Platform:** Microsoft Teams
- **Link to Join:** <https://tinyurl.com/CGP-SBTCA-Orientation>

BLSS-YFD-2025-02-104



In line with this, all **Regional Youth Formation Coordinators (RYFCs), Regional and Division Edukasyon sa Pagpapakatao, GMRC, and Values Education Supervisors, NEAP-Regional Focal Persons, Regional Planning Officers, Regional Budget Planning Officers, and Core Team Trainers** are kindly requested to attend the said orientation.

For any further inquiries or concerns, please feel free to contact the BLSS-YFD via email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph), or the NEAP at [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph).

Thank you in anticipation of your immediate attention and compliance.