



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

**Office of the Schools Division Superintendent**

**January 26, 2026**

**DIVISION MEMORANDUM**  
SGOD-2025 - 045

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

Subject: **SUBMISSION OF THE APPROVED WORKPLACE APPLICATION PLAN  
ON SBTCA**

1. This is in reference to Regional Memorandum HRDD-2026-013 dated January 23, 2026, re: **Submission of the Approved Workplace Application Plan on SBTCA**, be informed that the participants of the recently conducted School-Based Training for Career Advocates (SBTCA) in December 18-22, 2025 (Batch 1) and December 26-30, 2025 (Batch 2), are advised to submit the approved Workplace Application Plan (WAP) via <https://tinyurl.com/tt9d2f53> on or before January 29, 2026.

2. List of Participants:

Batch 1		
	Name	School
1	Cabungcal, Lowella Roble	Kapatagan NHS
2	Samontina, Marlou Guerra	Kapatagan NHS
3	Calamaan, Jelyn Louise Palpita	DiCNHS
4	Mariscal, Rey James Albarracin	
5	Gerolaga, Antina Eredena	Matti NHS
6	Montebon, Marvin Mag-aso	
7	Codera, Ghia Diez	Igpit NHS
8	Aquino, Denzel Blanco	Igpit NHS
9	Parantar, Desale Grace Crausos	Ruparan NHS
10	Gultiano, Joven Oran	Ruparan NHS



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



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**Office of the Schools Division Superintendent**

Batch 2		
1	Sanchez, Metzyl Geverola	
2	Ramos. Robin Charles Ombiga	Digos City SHS
3	Conat, Jinky Fernandez	Dawis NHS
4	Gelves, Arnel Campo	Dawis NHS
5	Sienes, Rodel Rojas	Soong NHS
6	Antolin, Melanie Catala	DiCNHS
7	Salvacion, Mary Jane Bataluna	DiCNHS-Aplaya Ext.
8	Cedigo, Marites Solis	
9	Rendora, Emily Grande	Goma NHS
10	Dumaguit, Lowella Guanzon	Balabag NHS

- Career Guidance Focal Person is requested to facilitate the prompt submission of documents (Workplace Action Plan).
- Relevant details and other information are found in the enclosures.
- Immediate dissemination and compliant with this Memorandum is directed.

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

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
DATE: 26 JAN 2025 TIME: 4:47 PM  
BY:

For and in the absence of the  
Schools Division Superintendent

**SOLLIE B. OLIVER, JR., MATE**  
Chief Education Supervisor-SGOD  
Officer In-Charge

Enclosed: As stated.  
SGOD/jsa



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



January 23, 2026

REGIONAL MEMORANDUM  
HRDD-2026-013

SUBMISSION OF THE APPROVED WORKPLACE APPLICATION  
PLAN ON SBTCA

To: Assistant Regional Director  
Schools Division Superintendents

1. Pursuant to RM-HRDD-2025-302, the participants of the recently conducted School-Based Training for Career Advocates (SBTCA) in December 18-22, 2025 (Batch 1) and December 26-30, 2025 (Batch 2), are advised to submit the approved Workplace Application Plan (WAP) via <https://tinyurl.com/tt9d2f53> on or before January 29, 2026. Relevant details and other information are found in the enclosures.
2. Further, the Division HRD Senior Education Program Specialist with the assistance of Education Program Specialist II, and the Career Guidance focal persons are requested to facilitate the prompt submission of documents from their respective SDOs, for endorsement to Regional Office duly signed by the Schools Division Superintendent.
3. Immediate dissemination of this Memorandum is directed.

**ALLAN G. FARNAZO**  
Director IV

Encl.: As Stated.  
ROH3/glv

DEPARTMENT OF EDUCATION REGIONAL  
RECORDS SECTION  
**RELEASED**

By: [Signature]  
Date: Jan. 26, 2026 Time: [Signature]



RECORDS

120207



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

December 4, 2025

REGIONAL MEMORANDUM  
HRDD-2025-302

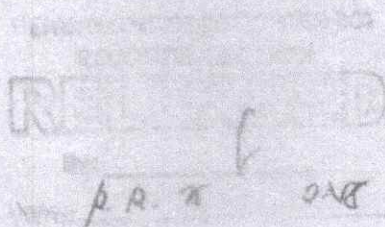
**SCHEDULE FOR THE CONDUCT OF CAREER GUIDANCE PROGRAM SBTCA**

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), and RM-HRDD-2025-206 dated August 6, 2025, be informed that the activity is scheduled on December 18-22, 2025 (Batch 1) and December 26-30, 2025 (Batch 2) to a venue that is yet to be determined. Relevant details, program matrix, list of participants, and other information are found in the enclosures.
2. The participants are entitled to earn Service Credits when the training falls on Saturdays, Sundays, and Holidays in accordance with DO 53, s. 2003 "Granting of Vacation Service Credits to Teachers", and the non-teaching personnel is entitled to Compensatory Overtime Credit (COC). Further, teacher-participants shall adhere to Regional Memorandum No. 025, s. 2023, known as Regional Policy Guidelines in the Substitution of Classes and Granting of Service Credits to strengthen time on tasks and minimize disruption of classes.
3. For queries, email [hrddneaprol1@gmail.com](mailto:hrddneaprol1@gmail.com).
4. Immediate dissemination of this Memorandum is directed.

**ALLAN G. FARNAZO**  
Director IV

Encl.: As stated  
ROH3/glv



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

**Number of Participants per Schools Division Office**

No.	SDOs	Batch 1	Batch 2	Total
1	Davao City	50	50	100
2	Davao de Oro	25	25	50
3	Davao del Norte	20	20	40
4	Davao del Sur	35	35	70
5	Davao Occidental	15	15	30
6	Davao Oriental	20	20	40
7	Digos City	10	10	20
8	IGACOS	10	10	20
9	Mati City	10	10	20
10	Panabo City	10	10	20
11	Tagum City	10	10	20
	<b>Total</b>	<b>215</b>	<b>215</b>	<b>430</b>