



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

November 28, 2022


DIVISION MEMORANDUM

No. 501, s. 2022

ADDITIONAL INFORMATION TO SDM NO. 447, S. 2022 TITLED “UPSKILLING OF GUIDANCE DESIGNATES/GUIDANCE ADVOCATES/TEACHERS IN-CHARGE OF THE GUIDANCE CENTERS ON ESSENTIAL GUIDANCE SERVICES”

To: Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. In reference to SDM No. 447, s. 2022 titled “*Upskilling of Guidance Designates/Guidance Advocates/Teacher in-Charge of the Guidance Centers on Essential Guidance Services*”, additional provision is herewith stated that participants and trainers are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*. On the other Hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent





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November 2, 2022

DIVISION MEMORANDUM

No. 447, s. 2022

UPSKILLING OF GUIDANCE DESIGNATES/GUIDANCE ADVOCATES/TEACHERS IN CHARGE OF THE GUIDANCE CENTERS ON ESSENTIAL GUIDANCE SERVICES

To:

Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. To address the emerging issue on the limited knowledge and skills of the guidance designates, guidance advocates and teachers In-Charge of the Guidance Centers in the schools and to capacitate them in bridging the gaps in the delivery of guidance services between blended and in-person classes, this office through the Curriculum Implementation Division (CID) will conduct the **Upskilling of Guidance Designates/Guidance Advocates/Teachers In Charge of the Guidance Centers on Essential Guidance Services. This a NEAP- recognized Professional Development Program with Program/Course Recognition No. R6-PD-2022-0004-1025.** The activity will be done in batches with the following schedules and participants:

BATCH	PARTICIPATING DISTRICT/SCHOOLS	Number of Participants	SCHEDULES	VENUE
ONE	All Districts including Integrated Schools	36 (Elementary) 24 (Integrated Schools)	November 18-20, 2022	TBA
TWO	All Secondary Schools	54 (Secondary)	November 25-27, 2022	TBA

2. Specifically, the activity aims to:



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- a. upskill the participants in the provision of guidance services and revisit the ethics in counseling, facilitating and conflict resolution technique;
 - b. present the physical structure, organizational flow and other aspects in putting up a conducive guidance center ;
 - c. formulate school plan, mission, vision and goal as signpost on the delivery of the said guidance services; and
 - d. encourage the schools in the districts to roll-out the activity in their own context.
3. Each District is requested to identify and send two participants, preferably the district EsP/Guidance Coordinator and one school guidance designate, while secondary schools and integrated schools will send one participant only, either the guidance designate/guidance advocate or Registered Guidance Counselor.
4. The Core Group composed of Resource Speakers, Facilitators and Technical Working Group is listed below. They are advised to report in advance on Day 0 of the schedule of every batch.

Name	School	Position
1.Ma. Richel Fancubilla	San Nicolas NHS	Guidance Designate/Resource Speaker
2.Maria SP Cunada	Marciano M. Patricio NHS	RGC /Resource Speaker
3.Maria Salvacion Castro	Ivisan NHS	RGC /Resource Speaker
4. Ana Lourdes Faeldonea	Concepcion Castro NHS	Guidance Designate/Resource Speaker
5.Ma. Leonisa Ferrer	Estefania Montemayor NHS	Guidance Designate/Resource Speaker
6.Mark Nel Venus	Comm. Luis Asis NHS	SHS Teacher/Head of the Technical Team
7.Jhanette Delos Reyes	Pawa NHS	Guidance Designate/Presenter
8.Bryan Rone	Pontevedra ES	Member, Technical Team
9.Marche Gallenero	Candelaria NHS	Member, Technical Team
10.Alda Malibong	Renato P. Hontiveros ES	Facilitator/Resource Speaker
11.Yvonne Ganit	Don Leopoldo Gialogo IS	Facilitator
12.Cecil Ortencio	Aranguel ES	Facilitator
13.Ronel Genoves	Pawa NHS	Member, Technical Team



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14.Immaculada J. Amores	SDO-CAPIZ	SEPS- HRD
15.Ronald Dile	SDO-CAPIZ	SEPS- M&E
16. Alan Vincent B. Altamia	SDO-CAPIZ	Education Program Supervisor/Proponent
17.Segundina Dollete	SDO-CAPIZ	Training Manager
18. Joanne Dequina	SDO-CAPIZ	Medical Team
19.Rechie Bayhon	SDO-CAPIZ	Medical Team

5. Below is the timeline for the preparation and implementation of the activity:

Activity	Schedule	Persons Involved
Pre-Conference of Core Group	November 11, 2022 (Online)	Core Group
Walkthrough of all presentations	November 12, 2022	Core Group
Upskilling proper	November 17, 2022 (Day 0) November 18-20, 2022 (first batch) November 24, 2022 (Day 0) November 25-27 , 2022 (second batch)	Participants, Core Group and guests
Post Conference of the Core Group	November 28, 2022	Core Group

6. In the identification of the participants to this activity, there shall be no discrimination on account of age, civil status, religion or belief, ethnicity, political affiliation, employment status, disability, sexual orientation, gender identity or expression and other personal.
7. It is expected that the conduct of this activity, all involved must adhere to minimum health and safety protocols set by Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health.





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8. Food, accommodation and other operational expenses relative to the conduct of this activity shall be charged against the Division INSET Funds while travel expenses of the participants and technical working group/resource speakers/facilitators shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this memorandum is desired.


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Schools Division Superintendent 



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ACTIVITY MATRIX (in all Batches)
UPSKILLING OF GUIDANCE DESIGNATES/GUIDANCE ADCOCATES/TEACHERS IN
CHARGE OF THE GUIDANCE CENTERS ON ESSENTIAL GUIDANCE SERVICES
November 18-20, 2022 (1ST BATCH)
November 25-27, 2022 (2ND BATCH)

Day 1

TIME	ACTIVITY/TOPIC	PERSON IN-CHARGE/RESOURCE SPEAKER
9:00 10:00	Registration of Participants	Committee on Registration
10: 30 – 11:30	Opening Program	Facilitator/Master of Ceremony
12:00 – 1:00	LUNCH BREAK	
1:00 -3:00	Topic 1: Overview of the Guidance Comprehensive Program and Roles and Responsibilities of Guidance Designates, Guidance Advocates and Registered Guidance Counselor	Resource Speaker: Maria Salvacion Castro RGC-Ivisan NHS
3:00-3:30	Self Care activity	
3:30- 6:00	Topic 2: Revisiting Career Guidance Service, Action Planning, Career Development Method and Labour Market Information	Resource Speaker: Leonisa Ferrer Guidance Designate- Estefania MNHS
6:30- 7:00	DINNER	
7:30- 9:00	Team Building Activity	Facilitators
9:30 in the	Sweet Dreams	



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Day 2

TIME	ACTIVITY/ TOPIC/RESOURCE PERSON	MODERATOR/PERSON IN- CHARGE
6:00 – 7:30	Personal Grooming/Breakfast	
8:00- 8:30	MOL/Relaxing Activity	Team In-charge
9:00 – 11:00	Topic 3: The Difference between Counseling and Facilitating Service in terms of Whys and Hows an Its Relationship to Conflict Resolution	Resource Speaker: SP Cunada RGC-Marciano M Patricio NHS
11:30-12:00	Self Care Activity	
12:00-1:00	LUNCH BREAK	
1:00 -4:00	Topic 4: Referral Service	Resource Speaker: Ana Lourdes Faeldonea Guidance Designate- Concepcion CNHS
4:00-6:00	Topic 5: Information Service	Resource Speaker: Ma. Richel Fancubilla Guidance Designate-San Nicolas NHS (Tapaz)
6:00-7:00	DINNER	
8:00-9:00	Team Building Activity	Facilitators
9:30 in the evening	Sweet Dreams	



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Day 3

TIME	ACTIVITY/ TOPIC/RESOURCE PERSON	MODERATOR/PERSON IN- CHARGE
6:00-7:30	Personal Grooming/Breakfast	
8:00-8:30	MOL/Relaxing Activity	
9:00-11:30	Topic 6: Crafting of Guidance Mission, Vision and Goal	Resource Speaker: Alda Malibong District EsP/Guidance Coordinator
12:00-1:00	LUNCH	
1:00-3:00	Topic 7: Presentation of Best Practices in Delivering Guidance Program and Services	Presenter: Jhanette De los Reyes Guidance Designate-Pawa NHS
3:00 -4:00	CLOSING PROGRAM	Facilitators
4:00-5:00	HOME SWEET HOME	



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