



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

09 SEP 2025

DIVISION MEMORANDUM

NO. 441 s. 2025

**DIVISION ORIENTATION AND WORKSHOP ON THE IMPLEMENTATION OF  
SCHOOL BASED TRAINING OF CAREER ADVOCATES (SBTCA) AND  
LEARNERS' RIGHTS AND PROTECTION PROGRAM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CES)/OIC-CES  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Secondary and Integrated Schools  
All Others Concerned

1. Relative to Memorandum DM-OUOPS-2025-11-01492 titled Conduct of the Career Guidance Program School-Based Training of Career Advocates (SBTCA), this Office through the Human Resource Development Unit shall conduct the **Division Orientation and Workshop on the Implementation of School-Based Training of Career Advocates (SBTCA) and Learners' Rights and Protection Program** on **September 29-30, 2025** to **October 1-3, 2025**, venue to be announced.
2. The activity aims to achieve the following objectives:
  - a. acquire a comprehensive understanding of the Career Guidance Program and its implementation;
  - b. provide an effective and up-to-date information and counselling strategies;
  - c. obtain skills in identifying the learners' interests, skills, and career goals; and
  - d. update program implementation on learners' rights and protection.
3. Attached are the list of expected participants, program management team and program matrix as Enclosures No. 1, 2 & 3 respectively.
4. All the participants are expected to be at the venue on September 29, 2025 with AM snacks as the first meal and last meal will be snacks on October 3, 2025.



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**SCHOOLS DIVISION OF CAPIZ**

5. Immediate dissemination of and strict compliance with this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Encl.: As stated  
Reference: DM-OUOPS-2025-11-01492  
To be indicated in the Perpetual Index  
under the following subjects:

SCHOOLS

CAREER GUIDANCE

ADVOCATES



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Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 1 to SDM 441, s. 2025

**LIST OF PARTICIPANTS**

<b>NO. OF PARTICIPANTS PER SCHOOL</b>	<b>SCHOOL</b>
1	Arturo Jugo NHS
1	Bagong Barrio NHS
1	Basiao NHS
1	Bungsuan NHS
2	Feliciano Yusay Consing NHS
1	Camburanan NHS
1	Candelaria NHS
1	Roxas NHS
1	Capiz NHS
1	Casanayan NHS
1	Col. Patrocinio Artuz NHS
1	Comsr. Luis R. Asis NHS
1	Concepcion Castro Garcia NHS
2	Cuartero NHS
1	Dao NHS
1	David Moises NHS
1	Dulangan NHS
2	Dumalag Central NHS
1	East Villaflores NHS
2	Estefania Montemayor NHS
1	Felix Balgos NHS





Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

1	Florentina Degala MNHS
2	Jose Diva Avelino Jr NHS
1	Ivisan NHS
1	Jagnaya NHS
2	Jamindan NHS
1	Leodegario D. Deocampo Sr. NHS
1	Ishmael B. Orillos NHS
1	Lucero NHS
1	Luis Escutin National High School
2	Maayon NHS
1	Macario Delfin Bermejo NHS
1	Maindang NHS
1	Malonoy NHS
1	Mambusao East NHS
1	Mambusao NHS
1	Manuel F. Onato NHS
2	Marciano Patricio NHS
1	Mianay NHS
1	Panitan NHS
1	Pawa NHS
2	Pontevedra NHS
1	Presentacion Diez Gregorio Nhs
1	Putian NHS
1	Ramon a. Benjamin Sr. NHS
1	Rev.Tomas Conejar NHS
1	San Antonio NHS



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**SCHOOLS DIVISION OF CAPIZ**

1	San Nicolas NHS (Pilar)
1	San Nicolas NHS (Tapaz)
1	Sapian NHS
2	Tapaz NHS
1	Tuburan NHS
2	Vicente Andaya Sr. NHS
1	Yating NHS



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**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 2 to SDM 441, s. 2025

**LIST OF PROGRAM MANAGEMENT TEAM (PMT), RESOURCE SPEAKERS**

<b>Roles</b>	<b>Persons Involved</b>
Overall Program Head	<b>ROEL F. BERMEJO</b> Schools Division Superintendent  <b>LUZ U. BANSON, CESE</b> Assistant Schools Division Superintendent
Training Managers	<b>EDNA B. AZCARRAGA PhD</b> SGOD Chief  <b>IMMACULADA J. AMORES PhD</b> SEPS - HRD  <b>JERRY V. MOSQUITE</b> EPS II - HRD  <b>YZARDA CLAUDETTE D. BALLERA</b> PDO 1 – YF  <b>JHEAN MAE GRACE LINGCO</b> PDO 1 – YF
Welfare Officers	1 – Nurse II
Resource Speakers	<b>MARIA SP D. CUÑADA</b> Teacher III Marciano M. Patricio NHS  <b>ALDA D. MALIBONG</b> Principal I Rizal ES  <b>CHARLIE D. BEGAS</b> Principal IV Capiz NHS  <b>ROLANDO B. RICARDO, JR.</b> Principal IV Ivisan NHS



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

	<p><b>RAYDELYN P. LAQUIÑA</b> Teacher III Mambusao National High School</p> <p><b>HEROWENA BAGSIC</b> Teacher II Guidance Designate Pontevedra NHS</p>
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Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

Enclosure No. 3 to SDM 441, s. 2025

**PROGRAM MATRIX**  
**SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

DAY 1 (Monday)		
Inclusive Time	Mins	Program
<b>ARRIVAL OF PARTICIPANTS</b>		
8:00 am – 12:00 pm		Arrival and Registration
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:00 pm	60 min	Opening Program <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Ecumenical Prayer</li> <li>• DepEd QPS</li> <li>• <b>Welcome Remarks/ Message</b></li> </ul> <i>Regional National Educators Academy of the Philippines</i> <i>Curriculum and Learning Management Division (CLMD) Representative</i> <i>Education Support Services Division (ESSD) Representative</i> <ul style="list-style-type: none"> <li>• Introduction of Participants</li> <li>• Photo Documentation</li> <li>• Pre-Test</li> </ul>
2:00 pm – 3:00 pm	60 min	Plenary 1: YFD CGP Introduction Resource Person: Yzarda Claudette Ballera PDO 1
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:30 pm	75 min	Plenary 2: Overview of Career Guidance Program Resource Person: Jhean Mae Grace Lingco PDO 1
4:30 pm – 5:00 pm	30 min	Pre-test/ End of the day evaluation / Writing Activity / Reflection / Other Reminders

DAY 2 (Tuesday)		
Inclusive Time	Mins	Program
8:00 am – 8:20 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M1S1: Guidance: Principles, Goals and other related Concepts Resource Person: Maria SP D. Cuñada
10:00 am – 10:15 am	15 min	Health Break





**Republic of the Philippines**  
**Department of Education**  
**Region VI – Western Visayas**  
**SCHOOLS DIVISION OF CAPIZ**

10:15 am – 12:00 pm	105 min	M1S2: Guidance Service and Clientele Resource Person: Raydelyn P. Laquiña
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:15 pm	75 min	M1S3: The History of Career Guidance Resource Person: Maria SP D. Cuñada
2:15 pm – 3:00 pm	45 min	M1S4: Career Education in the Context of Guidance Resource Person: Alda D. Malibong
3:00 pm – 3:15 pm	15 min	Health Break
3:15pm – 3:45pm	30 min	MIS4: Career Education in the Context of Guidance Resource Person: Herowena Bagsic
3:45 pm – 4:45 pm	60 min	M1S5: Theories for Career Choice and Development Resource Person: Maria SP D. Cuñada
4:45 pm – 5:00 pm	15 min	End of the day evaluation / Writing Activity / Reflection / other reminders

**DAY 3 (Wednesday)**

Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M2S6: Legal Bases of Career Guidance in the Philippines Resource Person: Rolando Ricardo
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	M2S7: The Career Advocate Resource Person: Charlie B. Begas
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:30 pm	90 min	M2S8: Linkage Development Resource Person: Charlie B. Begas
2:30 pm – 3:00pm	30 min	M3S9: Developing the Career- Conscious K-12 Graduate through Instruction as the Delivery System Resource Person: Alda D. Malibong
3:00 pm – 3:30 pm	30 min	Health Break
3:30 pm - 4:20 pm	50 min	M3S9: Developing the Career- Conscious K-12 Graduate through Instruction as the Delivery System Resource Person: Herowena Bagsic
4:20 pm – 5:00 pm	40 min	End of the day evaluation / Writing Activity / Reflection / other reminders



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

DAY 4 (Thursday)		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M3S10: Guidance Service as Delivery System Resource Person: Raydelyn P. Laquiña
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	M3S10: Guidance Service as Delivery System (continuation) Resource Person: Raydelyn P. Laquiña
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 3:00 pm	120 min	M3S11: Co-curricular Activities as Delivery System Resource Person: Rolando Ricardo
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:30 pm	75 min	M3S12: DO No. 30 s. 2017 (Guidelines for Work Immersion) and DO No. 39 s. 2018 (Clarification and Additional Information to DO No. 30 s. 2017) Resource Person: Charlie B. Begas
4:30 pm – 5:00 pm	30 min	End of the day evaluation/clearing house / other reminders

Day 5 (Friday)		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	WAP Orientation
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	WAP Orientation/Individual WAP Output Post Test End of the day evaluation/clearing house /Other reminders
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:00 pm	60 min	Closing Program
HOME SWEET HOME		