



Republic of the Philippines
Department of Education
REGION V - BICOL



REGIONAL MEMORANDUM
No. **000365** s. 2024

MAPPING OF TRAINING FOR REGISTERED GUIDANCE COUNSELORS (RGCs)

To : Schools Division Superintendents
SGOD Chiefs
All Others Concerned

1. In reference to DM-OUHRD-2023-1307 titled Capacity-Building Program for Guidance Counselors (Enclosure 1), the National Educators Academy of the Philippines (NEAP) in partnership with the Unilab Foundation conducted a six-cluster capacity-building program for Registered Guidance Counselors (RGCs) who are occupying guidance counselor *plantilla* items and those who are assigned to Regional Offices or Schools Division Offices, from October 2023 to February 2024.
2. The objectives of the capacity-building program are as follows:
 - a. recognize risk factors and warning signs that may indicate a learner's need for mental health support;
 - b. demonstrate understanding on utilizing different techniques and tools to deliver counselling remotely and face-to-face; and
 - c. identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselors and counseling supervision for suicide prevention and mental health support.
3. However, due to the increasing number of RGCs, an estimate of more than three hundred (300) RGCs were not able to undergo the said capacity- building program. In this regard, the NEAP together with the Bureau of Learner Support Services (BLSS) will conduct a second run or Phase 2 of the capacity-building program for RGCs for FY 2024 (schedule and venue TBA).
4. The NEAP Professional Development Division through NEAP-R requests all RGCs, who were not able to participate during the first run of the capacity- building program to answer the online mapping form on or before March 22, 2024. through this link: https://bit.ly/Mapping_TrainingForRGC .
5. For queries and other concerns, please contact Dr. Sancha M. Nacion, Chief ES, HRDD/NEAP-R at sancha.nacion@deped.gov.ph.



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555

region5@deped.gov.ph

6. For dissemination and appropriate action.


GILBERT E. SADSAD
Regional Director

HRDD-NEAP-R/amn/pmt
03/21/2024



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA




April 8, 2024

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public School Heads
All Others Concerned

For information and appropriate action.

ent:


FERNANDO C. MACARAIG
Assistant Schools Division Superintendent
Officer-In-Charge

DM 31, s. 2019 Rider Rev. 01



 Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@deped.gov.ph



6. For dissemination and appropriate action.



GILBERT A. SADSAD
Regional Director

HRDD-NEAP-R/smn/pmt
03/21/2024

DEPED V BICOL REGION

From: National Educators Academy of the Philippines Office of the Director
<neap.od@deped.gov.ph>
Sent: Friday, 15 March 2024 3:50 pm
To: DEPED I ILOCOS REGION; DEPED II CAGAYAN VALLEY; DEPED III CENTRAL LUZON; DEPED REGION IV-A CALABARZON; MIMAROPA REGION; DepEd VI Western Visayas; DepEd Region VII Central Visayas; REGION VIII EASTERN VISAYAS; DEPED IX ZAMBOANGA PENINSULA; DEPED X NORTHERN MINDANAO; DEPED XI DAVAO REGION; DEPED XII SOCCSKSARGEN; DEPED REGION XIII CARAGA; DEPED CORDILLERA ADMINISTRATIVE REGION; DEPED NATIONAL CAPITAL REGION; DEPED V BICOL REGION; Dinah Bonaog; Romel Costales; William Bacani; Eduarda Zapanta; Florinda Dimansana; Sancha Nacion; Susan Severino; Misael Borgonia; Alejandra Lagumbay; Marietta Anhaw; ANTONIA TAYAG; ENERIO EBISA; Nelma Lyn Barnija; Emily Enolpe; FLODELIZA DALIN; Rosita Agnasi; Hajji Palmero; Ruth Fuentes
Cc: Marife Morcilla; Millie Jane Fudolig; Ma. Cecilia Ferraz; Fleura Lorenzo; Jennifer Lopez; Leah Apao
Subject: MEMO ON MAPPING FOR THE CONDUCT OF CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS PHASE 2
Attachments: MEMO ON MAPPING FOR THE CONDUCT OF CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS PHASE 2.pdf; Enclosure 1. MEMORANDUM 1307 Capacity-Building Program for Guidance Counselors.pdf

Dear All,

Greetings from the National Educators Academy of the Philippines!

1. In reference to DM-OUHROD-2023-1307 titled *Capacity-Building Program for Guidance Counselors (Enclosure 1)*, the National Educators Academy of the Philippines (NEAP) in partnership with the Unilab Foundation conducted a **six-cluster capacity-building program for Registered Guidance Counselors (RGCs)** who are occupying guidance counselor *plantilla* items and those who are assigned to Regional Offices or Schools Division Offices, from October 2023 to February 2024.

2. The objectives of the capacity-building program were as follows:
- Recognize risk factors and warning signs that may indicate a learner's need for mental health support;
 - Demonstrate understanding on utilizing different techniques and tools to deliver counseling remotely and face-to-face; and
 - Identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselors and counseling supervision for suicide prevention and mental health support.

3. However, due to the increasing number of RGCs, an estimate of more than three hundred (300) RGCs were not able to undergo the said capacity-building program. In this regard, the NEAP together with the Bureau of Learner Support Services (BLSS) will conduct a **second run or Phase 2 of the capacity-building program for RGCs for FY 2024** (schedule and venue TBA).

4. The NEAP Professional Development Division requests all RGCs, who were not able to participate during the first run of the capacity-building program, **to answer the online mapping form through the following link or QR Code, on or before 22 March 2024:**

https://bit.ly/Mapping_TrainingForRGC



5. For inquiries and concerns, please contact **Ms. Millie Jane T. Fudolig**, NEAP PDD Senior Education Program Specialist, through email neap.pdd@deped.gov.ph copy furnished millie.fudolig@deped.gov.ph or landline (02) 8715-9919.

6. For dissemination and appropriate action.

Enclosure:

Enclosure 1 – DM-OUHROD-2023-1307 titled Capacity-Building Program for Guidance Counselors

Thank you.

Respectfully,



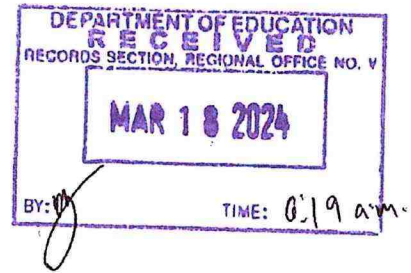
Office of the Director
National Educators Academy of the Philippines

Department of Education
DepEd Complex, Meralco Avenue, Pasig City
www.deped.gov.ph

Ang mga salitang ito ay hindi dapat magkaraniwang ginagamit sa mga kopya ng mga dokumento ng DepEd. Ang mga salitang ito ay hindi dapat magkaraniwang ginagamit sa mga kopya ng mga dokumento ng DepEd. Ang mga salitang ito ay hindi dapat magkaraniwang ginagamit sa mga kopya ng mga dokumento ng DepEd.



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



MEMORANDUM
 DM-OUHROD-2024-0463

TO : Regional Directors
 Schools Division Superintendents
 Human Resource Development Division Chiefs
 NEAP-R Focal Persons
 All Others Concerned

FROM : 
WILFREDO E. CABRAL
 Regional Director
 Officer-in-Charge, Office of the Undersecretary for Human Resource
 and Organizational Development

SUBJECT : **MAPPING FOR THE CONDUCT OF CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS PHASE 2**

DATE : 14 March 2024

1. In reference to DM-OUHROD-2023-1307 titled *Capacity-Building Program for Guidance Counselors (Enclosure 1)*, the National Educators Academy of the Philippines (NEAP) in partnership with the Unilab Foundation conducted a **six-cluster capacity-building program for Registered Guidance Counselors (RGCs)** who are occupying guidance counselor *plantilla* items and those who are assigned to Regional Offices or Schools Division Offices, from October 2023 to February 2024.
2. The objectives of the capacity-building program were as follows:
 - a. Recognize risk factors and warning signs that may indicate a learner's need for mental health support;
 - b. Demonstrate understanding on utilizing different techniques and tools to deliver counseling remotely and face-to-face; and
 - c. Identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselors and counseling supervision for suicide prevention and mental health support.
3. However, due to the increasing number of RGCs, an estimate of more than three hundred (300) RGCs were not able to undergo the said capacity-building program. In this regard, the NEAP together with the Bureau of Learner Support Services (BLSS) will conduct a **second run or Phase 2 of the capacity-building program for RGCs for FY 2024** (schedule and venue TBA).



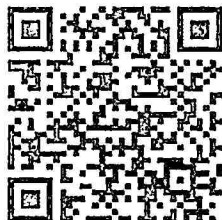
Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (1632) 86337206, (1632) 86318494, (1632) 86366549
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

| | | | |
|----------------|-----------|------|--------|
| Doc. Ref. Code | DM-OUHROD | Rev | 00 |
| Effectivity | 09.20.21 | Page | 1 of 2 |



4. The NEAP Professional Development Division requests all RGCs, who were not able to participate during the first run of the capacity-building program, to answer the online mapping form through the following link or QR Code, on or before 22 March 2024:

https://bit.ly/Mapping_TrainingForRGC



5. For inquiries and concerns, please contact Ms. Millie Jane T. Fudolig, NEAP PDD Senior Education Program Specialist, through email neap.pdd@deped.gov.ph copy furnished millie.fudolig@deped.gov.ph or landline (02) 8715-9919.
6. For dissemination and appropriate action.

Enclosure:

Enclosure 1 – DM-OUHR0D-2023-1307 titled *Capacity-Building Program for Guidance Counselors*

[NEAP-PDD/Lorenzo]



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1307

**: REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
HUMAN RESOURCE DEVELOPMENT DIVISION CHIEFS
NEAP-R FOCAL PERSONS
ALL OTHERS CONCERNED**

FROM : 
GLORIA TUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : **CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS**

DATE : September 15, 2023

1. Under RA 11713 *Excellence in Teacher Education Act*, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), is mandated to provide quality professional development programs to teachers, school leaders, and other teaching-related personnel.
2. Consistent also with the Department's MATATAG agenda which emphasizes commitment to promoting learners' well-being, inclusive education, and positive learning environment, and giving support to teachers to teach better, NEAP, in partnership with the Unilab Foundation, will conduct a capacity-building program for Registered Guidance Counselors (RGCs) to help them become effective gatekeepers in the school setting.
3. The program aims to:
 - a. Recognize risk factors and warning signs that may indicate a learner's need for mental health support.
 - b. Demonstrate understanding of utilizing different techniques and tools to deliver counseling remotely and face-to-face.
 - c. Identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselor and counseling supervision in suicide prevention and mental health support.
4. The capacity-building program will be attended by duly Registered Guidance Counselors (RGC) assigned in schools who are occupying Guidance Counselor Plantilla items and duly Registered Guidance Counselors (RGC) assigned to the Schools Division Offices (SDOs) and Regional Offices (ROs) who are serving as focal persons.

5. The details of the activities are as follows:

| ACTIVITY | DATE | VENUE |
|-----------|----------------------|--|
| Cluster 1 | January 22-26, 2024 | NEAP NCR, Marikina Address: #20 Cepeda St., Concepcion, Marikina City |
| Cluster 2 | February 5-9, 2024 | |
| Cluster 3 | February 19-23, 2024 | |
| Cluster 4 | October 9-13, 2023 | |
| Cluster 5 | October 23-27, 2023 | |
| Cluster 6 | January 8-12, 2024 | |

6. The Regional Directors, through the HRDD Chief or NEAP R Focal Persons, are requested to submit an official list of participants using the template in *Enclosure 3* to neap.pdd@deped.gov.ph copy furnished fleura.lorenzo@deped.gov.ph and macecilia.ferraz@deped.gov.ph with subject line **(ENDORSEMENT) Region XX Participants of Capacity Building Program for RGCs on or before September 29, 2023, Friday.**
7. For confirmation of attendance, all participants must register on this link: bit.ly/CapBuildRGCs on or before **October 4, 2023, Wednesday.**
8. The cost of board and lodging of the participants shall be charged against NEAP-PDD HRD funds while travel and other incidental expenses shall be charged to their respective local funds, subject to the usual accounting, budgeting, and auditing procedures.
9. Meals and accommodations are as follows:

| MEALS | Day 0 (Mon) | Day 1 (Tues) | Day 2 (Wed) | Day 3 (Thurs) | Day 4 (Fri) |
|-----------|----------------|-----------------|----------------|------------------|----------------|
| Breakfast | | ✓ | ✓ | ✓ | ✓ |
| AM Snacks | | ✓ | ✓ | ✓ | ✓ |
| Lunch | | ✓ | ✓ | ✓ | ✓ |
| PM Snacks | ✓ | ✓ | ✓ | ✓ | |
| Dinner | ✓ | ✓ | ✓ | ✓ | |

10. For the conduct of the aforementioned activities that will fall on weekends and holidays, the Regional Office and/or Schools Division Office is requested to provide Compensatory Time-Off (CTO) to the participants to compensate for time rendered that is supposed to be for personal use and rest.
11. All participants are required to bring their own laptop, laptop charger and extension cord as completion of outputs will be accomplished in the venue. Please be reminded as well to bring maintenance medications if you have any.
12. Attached to this memorandum are the following:
- Enclosure 1: List of Participants
 - Enclosure 2: Program Matrix
 - Enclosure 3: Endorsement Letter Template

13. Should you have further questions or clarifications, please contact **Ms. Millie Jane Fudolig, RGC, Rpm**, or **Ms. Fleura Karina Lorenzo** of NEAP-PDD, at the phone number (02) 8715 9919 or via email at millie.fudolig@deped.gov.ph or fleura.lorenzo@deped.gov.ph.
14. Immediate dissemination of and appropriate action on this memorandum is desired.

[NEAP-PDD/Lorenzo]

Enclosure 1: List of Participants

| PROGRAM MANAGEMENT TEAM | | | |
|--------------------------------|--|-------------------|---------------|
| NO. | NAME | POSITION | OFFICE |
| 1. | Millie Jane T. Fudolig, RGC, R ^{Pm} | SEPS | NEAP-PDD |
| 2. | Ma. Cecilia S. Ferraz | PDO II | NEAP-PDD |
| 3. | Fleura Karina C. Lorenzo | Technical Asst II | NEAP-PDD |
| 4. | Jojet T. Gabriel | Admin Support II | NEAP-PDD |
| 5. | QAD Representative | | NEAP-QAD |

| DATE | ACTIVITY | REGION | NO. OF PARTICIPANTS | VENUE |
|---------------------------------|-----------------|---------------|----------------------------|-----------------------|
| October 9-13, 2023 | CLUSTER 4 | I | 20 | NEAP NCR, MARIKINA |
| | | III | 22 | |
| | | IV - A | 20 | |
| October 23-27, 2023 | CLUSTER 5 | II | 20 | |
| | | IV - B | 20 | |
| | | V | 22 | |
| January 8-12, 2024 | CLUSTER 6 | VI | 22 | |
| | | VIII | 15 | |
| January 22-26, 2024 | CLUSTER 1 | VII | 15 | |
| | | IX | 16 | |
| | | XII | 16 | |
| | | XIII | 15 | |
| February 5-9, 2024 | CLUSTER 2 | X | 25 | |
| | | XI | 22 | |
| February 19-23, 2024 | CLUSTER 3 | NCR | 25 | |
| | | CAR | 22 | |

Enclosure 2: Program Matrix

**CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS
NEAP NCR, MARIKINA**

| DAY 0 (MONDAY) | |
|--------------------------------|--|
| Inclusive Time | Program |
| ARRIVAL OF PARTICIPANTS | |
| 1:00 pm – 2:00 pm | Registration |
| 2:00 pm – 3:00 pm | Opening Program <ul style="list-style-type: none"> • National Anthem • Ecumenical Prayer • DepEd QPS • Welcome Remarks • Introduction of Participants • Photo Documentation • Session Norms |
| 3:00 pm – 3:30 pm | HEALTH BREAK |
| 3:30 pm – 4:00 pm | Program Overview |
| 4:00 pm – 4:30 pm | End-of-Day Evaluation and Clearing House / Other Reminders |
| END OF DAY 0 | |

| DAY 1 (TUESDAY) | |
|------------------------|--|
| Inclusive Time | Program |
| 8:00 am – 8:30 am | Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms |
| 8:30 am – 10:00 am | SESSION 1 Module 1: Basic Skills for All Personnel Lecture 1.1 Suicide and the School |
| 10:00 am – 10:30 am | HEALTH BREAK |
| 10:30 am -12:00 pm | Continuation of Lecture 1.1 Suicide and the School |
| 12:00 pm – 1:00 pm | LUNCH BREAK |
| 1:00 pm – 2:30 pm | SESSION 2 Lecture 1.2 How to RACE Against Suicide |
| 2:30 pm – 3:00 pm | HEALTH BREAK |
| 3:00 pm – 4:00 pm | Continuation of Lecture 1.2 How to RACE Against Suicide |
| 4:00 pm – 4:30 pm | Case Simulation |

| | |
|---------------------|---|
| 4:30 pm – 5:00 pm | End-of-Day Evaluation and Clearing House / Other Reminders |
| END OF DAY 1 | |

| DAY 2 (WEDNESDAY) | |
|--------------------------|--|
| Inclusive Time | Program |
| 8:00 am – 8:30 am | Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms |
| 8:30 am – 10:00 am | SESSION 3 Module 2: Advanced Skills Prevention for Counselors and Health Staff |
| 10:00 am- 10:30 am | HEALTH BREAK |
| 10:30 am- 12:00 pm | Continuation of Module 2 |
| 12:00 pm – 1:00 pm | LUNCH BREAK |
| 1:00 PM – 2:30 pm | SESSION 4 Lecture 2.2 Overview of Suicide Intervention Based on Severity |
| 2:30 pm – 3:00 pm | HEALTH BREAK |
| 3:00 pm – 4:30 pm | Continuation of Lecture 2.2 Overview of Suicide Intervention Based on Severity |
| 4:30 pm – 5:00 pm | End-of-Day Evaluation and Clearing House / Other Reminders |
| END OF DAY 2 | |

| DAY 3 (THURSDAY) | |
|-------------------------|--|
| Inclusive Time | Program |
| 8:00 am – 8:30 am | Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms |
| 8:30 am – 9:30 am | WORKSHOP 5 Basic Counseling |
| 9:30 am – 10:00 am | WORKSHOP 6 Simulation and Feedback |
| 10:00 am – 10:30 am | HEALTH BREAK |
| 10:30 am – 11:00 am | Continuation of Workshop 6 Simulation and Feedback |
| 11:00 am – 12:00 pm | WORKSHOP 7 Referral System |
| 12:00 pm – 1:00 pm | LUNCH BREAK |

| | |
|---------------------|---|
| 1:00 pm – 1:30 pm | Continuation of Workshop 7 Referral System |
| 1:30 pm – 2:30 pm | WORKSHOP 8 Professional Counseling Supervision |
| 2:30 pm- 3:00 pm | WORKSHOP 9 Simulation of Counseling Skills on Counseling Supervision |
| 3:00 pm – 3:30 pm | HEALTH BREAK |
| 3:30 pm – 4:30 pm | WORKSHOP 10 Self-Care and Action Plans |
| 4:30 pm – 5:00 pm | End-of-Day Evaluation and Clearing House / Other Reminders |
| END OF DAY 3 | |

| DAY 4 (FRIDAY) | |
|------------------------|--|
| Inclusive Time | Program |
| 8:00 am – 8:30 am | Management of Learning <ul style="list-style-type: none"> • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms |
| 8:30 am – 10:00 am | Introduction of Program Development and Concepts; Steps on Program Development |
| 10:00 am – 10:30 am | HEALTH BREAK |
| 10:30 am – 12:00 pm | Presentation of Guidance Program and Feedback |
| 12:00 pm – 1:00 pm | LUNCH BREAK |
| 1:00 pm – 2:00 pm | CLOSING PROGRAM |
| HOME SWEET HOME | |



Enclosure 3: Endorsement Letter Template

<Regional Office Header>

<Month> <day>, 2023

JENNIFER E. LOPEZ

Director III

Officer-in-Charge, Office of the Director IV

National Educators Academy of the Philippines – Central Office

Dear Dir. Lopez:

Respectfully submitting the list of participants to attend the Capacity-Building Program for Guidance Counselors:

| No. | Name | Sex | RO/SDO/ School | Position | DepEd Email |
|-----|------|-----|-------------------|----------|-------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |

Thank you very much!

Sincerely yours,

<Full Name of Regional Director>

<Position>