

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



HRDD-RM-2023-586

25 September 2023

**Regional Memorandum**

No.586 s.2023

**CAPACITY BUILDING PROGRAM FOR  
GUIDANCE COUNSELORS**

To **Schools Division Superintendents**

1. In reference to DM-OUHROD-2023-1307, the National Educators Academy of the Philippines (NEAP) will conduct the **Capacity Building Program for Guidance Counselors** on **October 9-13, 2023** for Cluster 4 (Region IV-A) at **NEAP-NCR, #120 Cepeda St., Concepcion, Marikina City**.
2. The program aims to:
  - a. recognize risk factors and warning signs that may indicate learners' need for mental health support.
  - b. demonstrate understanding of 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 counselor and counselling supervision in suicide prevention and mental health support.
3. Participants in the said program are 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).
4. Attached is the list of participants from this Region. They shall register through [bit.ly/CapBuildRGCs](https://bit.ly/CapBuildRGCs) on or before **October 4, 2023, Wednesday**. They are required to bring their own laptop, laptop charger, extension cord as completion of outputs will be accomplished in the venue, and maintenance medications if any.
5. 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.




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Certificate No. PHP QMS  
22 93 0085

6. For relevant queries and clarifications, please contact **Dr. Eduarda M. Zapanta**, Chief Education Supervisor, or **Ms. Donna L. Lago**, Education Program Supervisor of HRDD-NEAP R through email at [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph).
7. Immediate dissemination of this Memorandum to all concerned is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director *smg*

06/RH04/RH01

Attachment:

**List of participants to attend the Capacity-Building Program  
for Guidance Counselors**

No.	Name	Sex	RO/SDO/School	Position	DepEd Email
1	RIESSA LEAH B. GONZALES	F	Antipolo National HS (SDO Antipolo)	Guidance Counselor III	riessaleah.gonzales001@deped.gov.ph
2	SHEENA WELLA G. ARGUELLES	F	Batangas City Integrated HS (SDO-Batangas City)	Guidance Counselor III	sheenawella.arguelles@deped.gov.ph
3	NANETTE R. GAMBOA	F	Gov DM Camerino Integrated HS (SDO-Imus)	Guidance Counselor II	nanette.gamboa@deped.gov.ph
4	ABIGAIL O. VIAR	F	Gov FT San Luis Integrated SHS (SDO-Laguna Prov)	Guidance Counselor II	abigail.viar001@deped.gov.ph
5	MITOS AMADEL S. VILLAMOR	F	Infanta National HS (SDO-Quezon)	Guidance Counselor III	mitosamadel.villamor@deped.gov.ph
6	MARIANNE M. DE GUZMAN	F	Biñan Integrated National HS (SDO- Biñan)	Guidance Counselor III	marianne.deguzman@deped.gov.ph
7	MARINESA A. VILLAMATER	F	Luis Palad Integrated HS (SDO-Tayabas)	Guidance Counselor III	marinesa.villamater@deped.gov.ph
8	JHOANNA ROSE M. MORENO	F	Dasmariñas North National HS (SDO-Dasmariñas)	Guidance Counselor III	jhoannarose.moreno@deped.gov.ph
9	REENA REYES	F	Col. Lauro D. Dizon Memorial IHS (SDO-San Pablo)	Guidance Counselor III	reena.reyes001@deped.gov.ph
10	GENESIS F. DELA CRUZ	M	Cavite National HS (SDO-Cavite City)	Guidance Counselor III	genesis.delacruz@deped.gov.ph
11	ESTER M. ZUÑIGA	F	Tanza National Trade School (SDO-Cavite Province)	Guidance Counselor III	ester.zuniga@deped.gov.ph
12	NIÑA M. GONZALES	F	Gov. Ferrer Memorial INHS (SDO-Gen Tri)	Guidance Counselor III	ni.gonzales@deped.gov.ph
13	LOIDA LULU L. DERES	F	San Jose Ltex SHS (SDO-Rizal)	Guidance Counselor II	loidalulul.deres@deped.gov.ph
14	JOJO A. AMURAO	M	Malvar School of Arts & Trade (SDO-Bats Prov.)	Guidance Counselor III	jojo.amurao@deped.gov.ph
15	JOHANNA D. DELA CRUZ	F	Bacoor National HS-Main (SDO-Bacoor)	Guidance Counselor II	johanna.delacruz003@deped.gov.ph
16	JELLA D. ALMARIO	F	Cotta National HS (SDO-Lucena)	Guidance Counselor II	jella.almario@deped.gov.ph
17	TACIANA V. SAN JOSE	F	Tanauan School of Fisheries (SDO-Tanauan)	Guidance Counselor II	taciana.sanjose@deped.gov.ph
18	REGGIL A. VILLASIS	M	San Isidro National HS (SDO-Antipolo)	Guidance Counselor II	reggil.villasis001@deped.gov.ph

No.	Name	Sex	RO/SDO/School	Position	DepEd Email
19	GERTRUDES R. GARCIA	F	Lucena Dalahican National HS (SDO-Lucena)	Guidance Counselor II	gertrudes.garcia@deped.gov.ph
20	MARIA TERESA G. BABAAN	F	Pagsanjan Integrated National HS	Guidance Counselor II	mariateresa.babaan@deped.gov.ph

Meals and accommodation schedule:

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

**Enclosure 2: Program Matrix****CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS  
NEAP NCR, MARIKINA**

<b>DAY 0 (MONDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
<b>ARRIVAL OF PARTICIPANTS</b>	
1:00 pm - 2:00 pm	Registration
2:00 pm - 3:00 pm	Opening Program
	• 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
<b>END OF DAY 0</b>	

<b>DAY 1 (TUESDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
8:00 am - 8:30 am	Management of Learning
	• Leveling of Expectations
	• Program Objectives
	• Program Matrix
	• Session Norms
8:30 am - 10:00 am	<b>SESSION 1</b>
	<b>Module 1: Basic Skills for All Personnel</b>
	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	<b>SESSION 2</b>
	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
<b>END OF DAY 1</b>	

<b>DAY 2 (WEDNESDAY)</b>	
Inclusive Time	Program
8:00 am - 8:30 am	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>
8:30 am - 10:00 am	<b>SESSION 3</b> <b>Module 2: Advanced Skills</b> 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	<b>SESSION 4</b> 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
<b>END OF DAY 2</b>	

<b>DAY 3 (THURSDAY)</b>	
Inclusive Time	Program
8:00 am - 8:30 am	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>
8:30 am - 9:30 am	<b>WORKSHOP 5</b> Basic Counseling
9:30 am - 10:00 am	<b>WORKSHOP 6</b> 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	<b>WORKSHOP 7</b> 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	<b>WORKSHOP 8</b> Professional Counseling Supervision
2:30 pm - 3:00 pm	<b>WORKSHOP 9</b> Simulation of Counseling Skills on Counseling Supervision
3:00 pm - 3:30 pm	HEALTH BREAK
3:30 pm - 4:30 pm	<b>WORKSHOP 10</b> Self-Care and Action Plans
4:30 pm - 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
<b>END OF DAY 3</b>	

<b>DAY 4 (FRIDAY)</b>	
<b>Inclusive Time</b>	<b>Program</b>
8:00 am - 8:30 am	Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul>
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	<b>CLOSING PROGRAM</b>
<b>HOME SWEET HOME</b>	