

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




07 March 2025

Regional Memorandum
No. 176 s. 2025

**PARTICIPANTS IN THE TRAINING OF TRAINERS FOR THE
SPECIALIZED TRAINING PROGRAM FOR GUIDANCE
DESIGNATES – PHASE 3**

To: **Schools Division Superintendents**

1. Relative to DM-OUHROD-2025-0327 from DepEd Central Office, Office of the Undersecretary for Human Resource and Organizational Development, the National Educators Academy of the Philippines – Professional Development Division (NEAP-PDD) will conduct the **Training of Trainers for the Specialized Training Program for Guidance Designates – Phase 3** on **March 17-21, 2025**, at **NEAP Baguio**.
2. The **List of Participants** is attached to this Memorandum. Participants are requested to register through **bit.ly/TOTGD_Phases3and4**. They are also reminded to bring their laptops, chargers, extension cords, and other sources of internet connectivity.
3. Board and lodging of participants shall be charged against the NEAP Human Resource Development Fund, while their transportation, per diem, and other incidental expenses will be charged against the downloaded HRD funds for this purpose, subject to the usual accounting and auditing rules and regulations.
4. Other details regarding accommodation and meal arrangements are indicated in the enclosed memorandum.
5. For further questions and clarifications, please email Ms. Millie Jane Fudolig or Ms. Fleura Karina Lorenzo of NEAP-PDD at neap.pdd@deped.gov.ph.
6. Immediate dissemination of this Memorandum to all concerned is instructed.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH5/ROH1



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Certificate No. PHP QMS
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**TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES (PHASE 3)
Region IV-A CALABARZON**

No.	Name	Sex	Position	Office/SDO	School	DepEd Email Address
1	Margaret P. Musa	Female	Education Program Supervisor - ESP/GMRC	Regional Office	CLMD	maragret.musa@deped.gov.ph
2	Raginne A. Yañez	Female	Education Program Specialist II	Regional Office	HRDD	raginne.yanez@deped.gov.ph
3	Mariz P. Borgoños Pales	Female	Guidance Counselor III (Learning Facilitator)	Laguna	Liliw National High School	mariz.borgonos@deped.gov.ph
4	Reggil A. Villasis	Male	Guidance Counselor III	Antipolo City	San Isidro National High School	reggil.villasis001@deped.gov.ph
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6	Catherine Joy A. Ferran	Female	Guidance Counselor I	Bacoor City	Bacoor National High School - Main	catherinejoy.atillano@deped.gov.ph
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15	Ester M. Zuñiga	Female	Guidance Counselor III	Cavite Province	Tanza National Trade School	ester.zuniga@deped.gov.ph
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35	Maria Teresa G. Bataan	Female	Guidance Counselor II	Laguna	Pagsanjan Integrated National High School	mariaateresa.bataan@deped.gov.ph
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TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES (PHASE 3)

Region IV-A CALABARZON

No.	Name	Sex	Position	Office/SDO	School	DepEd Email Address
37	Gertrudes R. Garcia	Female	Guidance Counselor II	Lucena City	Lucena Dalafrican National High School	gertrudes.garcia001@deped.gov.ph
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60	Dina Q. Calix	Female	Guidance Counselor III	Cavite Province	General Mariano Alvarez Technical High School	dina.calix@deped.gov.ph
61	Emily R. Clavel	Female	Guidance Counselor I	Cavite Province	General Mariano Alvarez Technical High School	emily.clavel@deped.gov.ph



Republika ng Pilipinas

Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-0327

TO : **Regional Directors**
Schools Division Superintendents
HRDD Chiefs/NEAP R Focal Persons
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development


CARMELA C. ORACION
Assistant Secretary
Human Resource and Organizational Development
(National Educators Academy of the Philippines)

SUBJECT : **CONDUCT OF THE TRAINING OF TRAINERS FOR THE
SPECIALIZED TRAINING PROGRAM FOR GUIDANCE
DESIGNATES - PHASES 3 AND 4**

DATE : 07 February 2025

1. The National Educators Academy of the Philippines (NEAP) has developed a **Specialized Training Program for Guidance Designates** to address the shortage of registered guidance counselors in schools by capacitating and empowering guidance designates to successfully perform their crucial role contributing to the overall well-being of learners. This is also in line with the recently passed Republic Act No. 12080 "Basic Education Mental Health and Well-Being Promotion Act."
2. Following the *Training of Trainers for Guidance Designates - Phases 1 and 2* held last year, NEAP will conduct the following succeeding phases of the training:

Activity	Date	Venue
Training of Trainers - Phase 3 (Luzon Cluster)	17-21 March 2025	NEAP Baguio
Training of Trainers - Phase 4 (Visayas-Mindanao Cluster)	07-11 April 2025	Ecotech Center, Lahug, Cebu City



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3. **Each Regional Office (RO) is requested to endorse the following participants to the abovementioned training activities:**
 - a. A Registered Guidance Counselor (RGC) with a guidance counselor *plantilla* item who has not yet attended Phases 1 or 2;
 - b. One (1) representative from the RO – HRDD/NEAP R; and
 - c. One (1) Education Program Supervisor (Edukasyon sa Pagpapakatao/Values Education/GMRC).

Upon completion of the training, they will form part of the **NEAP Faculty** who will be responsible for capacitating Guidance Designates in their respective regions.

4. The Regional Directors, through the HRDD Chiefs/NEAP R Focal Persons, are requested to submit their official list of participants using the template provided in **Enclosure 1** via email to neap.pdd@deped.gov.ph (copy furnished fleura.lorenzo@deped.gov.ph / millie.fudolig@deped.gov.ph) with subject line “[**ENDORSEMENT**] Region ____ Participants to the Training of Trainers for Guidance Designates” on or before **28 February 2025**.
5. The participants are enjoined to confirm their attendance through the following registration link/QR Code **on or before 07 March 2025**:

Link:

https://bit.ly/TOTGD_Phases3and4

QR Code:



6. For reference, attached are the *Indicative Program of Activities (Enclosure 2)*, *Allocated Number of Participants per Region (Enclosure 3)*, and *Members of the National Technical Working Group (Enclosure 4)*.
7. The participants are advised to check in on Day 0 (Sunday) and check out on Day 5 (Friday). Please see the meal schedule below.

Meals	Day 1 Sun	Day 2 Mon	Day 3 Tue	Day 4 Wed	Day 5 Thu	Day 6 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

8. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

9. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while their transportation, per diem, and other incidental expenses will be charged to downloaded HRD funds for this purpose, subject to the usual accounting and auditing rules and regulations.
10. Should there be any shortage of downloaded HRD funds for travel expenses due to change of venue, it is requested that the amount to cover the deficit be charged against RO/SDO HRD funds or other local funds, subject to the usual accounting and auditing rules and regulations. On the other hand, savings generated after the processing of travel expenses of the participants for the activity may be used for other reimbursements of travel expenses relative to participation in other trainings, workshops, and other professional development activities, subject to the same rules and regulations.
11. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers," in case the activities will fall on weekends, holidays, or work suspension.
12. Should you have questions and concerns, please coordinate with **Ms. Millie Jane Fudolig** or **Ms. Fleura Karina Lorenzo** of NEAP-PDD through email neap.pdd@deped.gov.ph or landline (02) 8715-9919.
13. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – Endorsement Template for Official List of Participants

Enclosure 2 – Indicative Program of Activities

Enclosure 3 – Allocated Number of Participants per Region

Enclosure 4 – Members of the National Technical Working Group

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

[NEAP-PDD/Fudolig]



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Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

<Regional Office Header>

<Month> <day>, 2025

JENNIFER E. LOPEZ

Director IV

National Educators Academy of the Philippines – Central Office

Dear Dir. Lopez:

Respectfully submitting the list of participants to attend the Training of Trainers for Guidance Designates (Phase 3/ Phase 4):

No.	Name	Sex	RO/SDO/ School	Position	DepEd Email
1					
2					

Thank you very much!

Sincerely yours,

<Full Name of Regional Director>

<Position>



Republic of the Philippines
Department of Education
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

TRAINING OF TRAINERS – PHASE 3
TRAINING PROGRAM FOR GUIDANCE DESIGNATES
 March 17 – 21, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Opening Program				
8:30am-10:00am	Module 1: Guidance and Counseling	Module 4: Handling Common Concerns in Schools 4.1.A Bullying	Module 4: Handling Common Concerns in Schools 4.2.B. Drug Addiction	Module 5: Risk Assessment and Referral	Work Action Plan (WAP)
10:00am-10:15am		HEALTH BREAK			
10:15am-12:00pm	Module 2: Guidance Programs and Services	Continuation of 4.1.A Bullying	Continuation of 4.2.B Drug Addiction	Continuation of Module 5: Risk Assessment and Referral	Self-Care
12:00pm-1:00pm		LUNCH BREAK			
1:00-3:00pm	Module 3: Healthy Communication	4.1.B Harassment	Module 4: Handling Common Concerns in Schools 4.3 Suicide	Module 6: Guidance Program Development	Closing Program
3:00pm-3:15pm		HEALTH BREAK			
3:15pm-4:45pm	Module 3: Psychological First-Aid (PFA)	Module 4: Handling Common Concerns in Schools 4.2.A. Internet Addiction	Continuation of 4.3 Suicide	Facilitation Skills	
4:45pm-5:00pm	End of Day Evaluation				





Republic of the Philippines
Department of Education
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

TRAINING OF TRAINERS – PHASE 4
TRAINING PROGRAM FOR GUIDANCE DESIGNATES
 April 7 – 11, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Opening Program				
8:30am-10:00am	Module 1: Guidance and Counseling	Module 4: Handling Common Concerns in Schools 4.1.A Bullying	Module 4: Handling Common Concerns in Schools 4.2.B. Drug Addiction	Module 5: Risk Assessment and Referral	Work Action Plan (WAP)
10:00am-10:15am		HEALTH BREAK			
10:15am-12:00pm	Module 2: Guidance Programs and Services	Continuation of 4.1.A Bullying	Continuation of 4.2.B Drug Addiction	Continuation of Module 5: Risk Assessment and Referral	Self-Care
12:00pm-1:00pm		LUNCH BREAK			
1:00-3:00pm	Module 3: Healthy Communication	4.1.B Harassment	Module 4: Handling Common Concerns in Schools 4.3 Suicide	Module 6: Guidance Program Development	Closing Program
3:00pm-3:15pm		HEALTH BREAK			
3:15pm-4:45pm	Module 3: Psychological First-Aid (PFA)	Module 4: Handling Common Concerns in Schools 4.2.A. Internet Addiction	Continuation of 4.3 Suicide	Facilitation Skills	
4:45pm-5:00pm	End of Day Evaluation				





Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3

LIST OF THE PARTICIPANTS
TRAINING OF TRAINERS FOR GUIDANCE DESIGNATES

PHASE 3 March 17-21, 2025		
Region	No. of Participants	Venue
I	5	NEAP, Baguio City
II	25	
III	45	
IV-A	60	
IV-B	5	
CAR	15	
NCR	35	
TOTAL	190	

PHASE 4 April 7 - 11, 2025		
Region	No. of Participants	Venue
V	30	DepEd Ecotech Center, Lahug, Cebu City
VI	25	
VII	5	
VIII	5	
IX	10	
X	25	
XI	20	
XII	15	
CARAGA	5	
TOTAL	140	



Republic of the Philippines
Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 4

**MEMBERS OF THE NATIONAL TECHNICAL WORKING GROUP
SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES
TRAINING OF TRAINERS - PHASES 3 AND 4**

*Dates: March and April
Venue: Baguio City and Cebu*

DEPED CENTRAL OFFICE		
Name	Designation	Office
1. Marife T. Morcilla	Project Development Officer V	NEAP- Professional Development Division
2. Alexander Simagala	Project Development Officer IV	
3. Millie Jane T. Fudolig	Senior Education Program Specialist	
4. Eric T. Sarmiento	Administrative Officer V	
5. Fleura Karina C. Lorenzo	Technical Assistant II	
6. Jojet T. Gabriel	Technical Assistant I	

DEPED REGIONS					
No.	Names	School	Division	Region	Designation
1.	Annabella G. Dingwasen	Benigno V. Aldana National High School	Pangasinan II	I	Guidance Counselor III
2.	Ma. Katleen Maye A. Haban	Quezon National High School	Isabela	II	Guidance Counselor III
3.	Julie E. Dangan	Morong National High School	Bataan	III	Guidance Counselor III
4.	Mariz P. Borgoños-Pales	Liliw National High School	Laguna	IV-A	Guidance Counselor III
5.	Floyd A. Socrates	Palawan National High School	Puerto Princesa	MIMAROPA	Guidance Counselor III
6.	Kurt Essa A. Rastrullo	Cabangan National High School	Legazpi City	V	Guidance Counselor II
7.	Kareen B. Arcenas	Cabatuan National Comprehensive High School	Iloilo	VI	Guidance Counselor III
8.	Nerizza Conie E. Camacho	Abellana National High School	Cebu City	VII	Guidance Counselor III
9.	Julienne Rose P. Saballa	Leyte National High School	Tacloban City	VIII	Guidance Coordinator III
10.	Mark Risty S. Tanawon	N/A	Zamboanga del Sur	IX	Guidance Counselor I
11.	Joan B. Cañeda	Iligan City National High School	Iligan City	X	Guidance Coordinator III
12.	Melecare M. Carrillo	Tagum National High School	Tagum City	XI	Guidance Counselor III
13.	Ryan A. Betoya	General Santos City SPED Integrated School	General Santos City	XII	Guidance Counselor II
14.	Generuth M. Bagaforo	N/A	Butuan City	CARAGA	Education Program Specialist II



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15.	Doddie Marie L. Duclan	N/A	Tabuk City	CAR	Education Program Supervisor
16.	Harlene Rose V. Mamiit	Rizal Experimental Station and Pilot School of Cottage Industries	Pasig City	NCR	Guidance Coordinator I