

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



HRDD-RM-2025-478

26 June 2025

Regional Memorandum

No. 478 s. 2025



**SUBMISSION OF PARTICIPANTS FOR REGIONAL TRAINING
OF TRAINERS FOR THE CAREER GUIDANCE
PROGRAM SCHOOL-BASED TRAINING OF
CAREER ADVOCATES (SBTCA)**

To: **Schools Division Superintendents**

1. In reference to DM-OUOPS-2025-01492 dated February 24, 2025, titled "Conduct of the Career Guidance Program School-Based Training of Career Advocates," this Office, through the Human Resource Development Division – National Educators Academy of the Philippines in the Region (HRDD-NEAPR), in collaboration with the Curriculum and Learning Management Division (CLMD) and the Education Support Services Division (ESSD), will conduct a **Regional Training of Trainers for the Career Guidance Program School-Based Training of Career Advocates** on August 4-8, 2025 at venue to be disseminated in a separate memorandum.
2. The activity aims to ensure that at least 50% of DepEd secondary schools will have two (2) trained, certified, and designated Career Advocates (CAs), preferably one male and one female per school. Specifically, it aims to equip Division Trainers on the standardize implementation of the Career Guidance Program School-Based Training of Career Advocates across Region IV-A by ensuring a consistent and unified approach.
3. The participants in this activity are identified Division Trainers, specifically **Registered Guidance Counselors** regardless of their item/position in any public secondary schools within the Region who are not included in the Regional Core Teams identified under Regional Memorandum No. 380, s. 2025 (see Attachment 1). These participants will serve as Division Trainers for the rollout of the School-Based Training of Career Advocates (SBTCA).
4. The Schools Division Offices (SDOs), through their respective Human Resource Development – Senior Education Program Specialists (HRD-SEPS), in coordination with the Curriculum Implementation Division (CID) Focal Person for Guidance Designates and ESP/GMRC Supervisors, are requested to **identify and endorse their participants based on the allocation per cluster** (Attachment 2) and **encode the participants** details through the link <https://bit.ly/RToTSBTCA> on or before **July 11, 2025, at 5:00 p.m.**

5. Final list of Division trainer/participants along with the training matrix shall be disseminated in a separate memorandum.
6. Board and lodging and travel expenses of the Regional Program Management Team members and RToT participants shall be charged against HRTD Fund allotted to SBTCA implementation, subject to usual accounting and auditing rules and regulations.
7. For further questions and clarifications, please contact Jisela N. Ulpina, HRDD OIC-Chief, Viernalyn M. Nama, CLMD Chief, or Raginne A. Yanez, EPS II through emails: hrd.calabarzon@deped.gov.ph and clmd.calabarzon@deped.gov.ph.
8. Wide dissemination of and compliance with this memorandum is directed.


ATTY. ALBERTO T. ESCOBARTE, CESO II

 Regional Director 

06/ROH2/ROH8

Attachment 1

SBTCA CORE TEAM TRAINERS

	NAME	DESIGNATION	SDO
CGP LEAD WRITER/Lead Trainers			
1	Mariz P. Borgoñoz-Pales	Guidance Counselor/Lead Trainer	SDO Laguna
REGIONAL CORE TEAMS			
1	Jean U. Basas	Guidance Counselor	Rizal
2	Mitos Amadel S. Villamor	Guidance Counselor III	Quezon
3	Sheena Wella G. Arguelles	Guidance Counselor III	Batangas City
4	Den S. Morales	Guidance Counselor II	Sta. Rosa City
5	Nanette R. Gamboa	Guidance Counselor II	Imus
6	Ela L. Lanorio	Guidance Counselor II	General Trias
7	Precy C. Calbez	Guidance Counselor II	Binan
8	Richie S. Vergara	Guidance Counselor III	Dasmarinas City
9	Ester M. Zuniga	Guidance Counselor III	Cavite
10	Johanna D. Dela Cruz	Guidance Counselor II	Bacoor
11	Cesar Chester O. Relleve	EPS	Dasmarinas City
12	April Joy Cruz	Guidance Counselor III	San Pablo
13	Earl Sanderson G. Tibayan	Guidance Counselor	Cavite Province
14	Taciana V. San Jose	Guidance Counselor I	Sto. Tomas
15	Rio G. Gan	Guidance Counselor III	Cavite Province
16	Jhoanna Rose M. Moreno	Guidance Counselor III	Dasmarinas City
17	Martha Ysabbele A. Venezuela	Guidance Counselor II	Lucena City
18	Shane S. Leynes	Guidance Counselor I	Lucena City
19	Abigail O. Viar	Guidance Counselor II	Laguna
20	Loirda Lulu L. Deres	Guidance Counselor II	Rizal
21	Reggil A. Villalis	Guidance Counselor II	Antipolo City
22	Melanie P. Cruz	EPS II	General Trias
23	Mitchel S. Mapalad	Guidance Counselor III	Batangas City
24	Ronalyn F. Manalo	Guidance Counselor III	Batangas City
25	Cheryl Teodoro	Guidance Counselor III	Cavite
26	Genesis F. Dela Cruz	Guidance Counselor III	Cavite City
27	Jade Ann V. Aqiono	Guidance Counselor III	Quezon
28	Vigiline A. De Vera	Guidance Counselor III	Quezon
29	Reena E. Reyes	Guidance Counselor III	San Pablo
30	Sarah Catrina D. Portes	Guidance Counselor II	Lucena City

**REGIONAL TRAINING OF FOR THE CAREER GUIDANCE
PROGRAM SCHOOL-BASED TRAINING OF
CAREER ADVOCATES (SBTCA)**

Breakdown of Participants per Cluster/ SDO

Cluster	SDOs	Number of Allotted Participants
1	Antipolo	4
	Rizal	5
2	Bacoor	0
	Cavite City	
	Imus	
	Dasmariñas	
	Gen. Trias	
3	Binan	2
	Cabuyao	2
	Calamba	2
	San Pedro	1
4	Sto. Tomas	1
	Tanauan	1
	Lipa	1
	Batangas City	2
5	Lucena	0
	Tayabas	1
6	Laguna	6
	San Pablo	2
Batangas Province		8
Cavite Province		4
Quezon Province		17
		59

Note:

1. The HRD-SEPS, in coordination with the Curriculum Implementation Division (CID) Focal Persons for Guidance Designates and ESP/GMRC Supervisors, shall lead the selection of participants for the Regional Training of Trainers (RTOT) based on the prescribed qualifications and the allocated number of slots per cluster.
2. The slot allocation for the RTOT was determined based on the projected number of participants, the estimated number of classes, and the availability of Resource Persons per cluster. Each class is expected to have four (4) assigned Resource Persons.

Attachment 3

SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA) CLUSTERING SUMMARY

Cluster	SDO	Number of Pax per SDO	Total Number of Pax per Cluster	Estimated Number of Classes Based on NEAP Standard (1 Class = 50 Participants)	Existing number of RPs per SDO	Total Required RPs per Cluster (4 per Class)	Current Number of RPs per Cluster	Additional RPs Needed (Participants for RToT)
1	Antipolo	26	136	3	1	12	3	Antipolo - 4 Rizal - 5 Total : 9
	Rizal	110			2			
2	Bacoor	18	64	2	1	8	8	0
	Cavite City	2			1			
	Imus	16			1			
	Dasmariñas	18			3			
	Gen. Trias	10			2			
3	Binan	16	64	2	1	8	1	Binan - 2 Cabuyao - 2 Calamba - 2 San Pedro - 1 Total: 7
	Cabuyao	14			0			
	Calamba	24			0			
	San Pedro	10			0			
4	Sto. Tomas	6	86	2	0	8	3	Sto. Tomas - 1 Tanauan - 1 Lipa - 1 Batangas City - 2 Total: 5
	Tanauan	20			0			
	Lipa	28			0			
	Batangas City	32			3			
5	Lucena	12	26	1	3	4	3	Tayabas - 1
	Tayabas	14			0			
6	Laguna	104	124	3	2	12	4	Laguna - 6 San Pablo - 2 Total : 8
	San Pablo	20			2			
Batangas Province		208	208	2	0	8	0	8
Cavite Province		92	92	2	4	8	4	4
Quezon Province		250	250	5	3	20	3	17