



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



28 July 2025

**Regional Memorandum**


No. 564 s. 2025

**CONDUCT OF 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. The venue will be communicated in a separate Memorandum.
2. The activity aims to capacitate the participants as an additional Resource Persons (RPs) for the School-based Training of Career Advocates (SBTCA). Specifically, it enables the participants to understand the objectives, content, and delivery strategies of the Career Guidance Program School-based Training for Career Advocates (SBTCA).
3. The identified participants in the activity shall serve as additional Resource Person to their relative SDO/Cluster in relation to the SBTCA rollout from August until September 2025. Participants are requested to register through this link <https://bit.ly/RTtoTSBTCAReg> on or before August 1, 2025.
4. The participants shall arrive at the venue on August 4, 2025 (Monday). The first meal is breakfast and the last meal is afternoon snack on August 8, 2025 (Friday).
5. Attached are the following:
  - Annex A – List of Participants
  - Annex B – List of Trainer and Program Management Team
  - Annex C – Matrix of Activities

6. Food and accommodation of the participants and Program Management Team shall be charged against HRTD Fund allotted to the SBTCA implementation, while travel and other expenses of the participants relative to their participation in the said activity shall be charged against local funds, 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](mailto:hrd.calabarzon@deped.gov.ph) and [clmd.calabarzon@deped.gov.ph](mailto: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



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Certificate No. PHP QMS  
22 93 0085

Annex A

**PARTICIPANTS IN THE REGIONAL TRAINING OF TRAINERS FOR SBTCA**  
August 4-8, 2025

	<b>NAME</b>	<b>DESIGNATION</b>	<b>SDO</b>	<b>CLASS</b>
1	Aida S. Unabia	Guidance Counselor II	Antipolo	1
2	Dr. Phillip Ramir L. Punzalan	Master Teacher II	Antipolo	1
3	Eleanor Ann R. Sierra	Guidance Counselor II	Antipolo	1
4	Riessa Leah B. Gonzales	Guidance Counselor II	Antipolo	1
5	Mariquit A. Estrabo	Guidance Counselor II	Rizal	1
6	Jomarie Julian-Garcia	Teacher III	Rizal	1
7	Erlinda D. Montalba	Teacher I	Rizal	1
8	Raquel M. Guinto	Teacher III	Rizal	1
9	Maricel L. Abaya	Teacher III	Rizal	1
10	Debbie Ann M. Mangua	Teacher II	Biñan	1
11	Armando M. Talla	Teacher II	Biñan	1
12	Loreta P. Regio	Guidance Counselor II	Cabuyao	1
13	Clariza G. Terones	Division Guidance Coordinator	Calamba	1
14	Leilani C. Rabina	Registered Guidance Counselor	Calamba	1
15	Gladysma Kate E. Ruga	Guidance Counselor II	Sta. Rosa	1
16	Cherryl C. Loresca	Guidance Counselor III	San Pedro	1
17	Gene Claire V. Lacerna	Head Teacher	Sto. Tomas	1
18	Katrina Celine T. Obligar	Guidance Counselor II	Tanauan	1
19	Lea M. Manalo	Teacher III	Lipa	1
20	Conie G. Dela Rosa	Teacher I	Batangas City	1
21	Angelito B. Jareño	Teacher 1	Batangas City	1
22	Marinesa A. Villamater	Guidance Counselor III	Tayabas	1
23	Maridel O. Monfero	Guidance Coordinator III	Laguna	1
24	Ma. Vera A. Larioque	Guidance Counselor III	Laguna	1
25	Florichel M. Seva	Guidance Counselor I	Laguna	1
26	Genaldo C. Dagsindal	Teacher III	Laguna	1
27	Maria Carmelce P. Marasigan	Guidance Counselor I	Laguna	1
28	Baby Lyn A. Pangilinan	Guidance Counselor I	Laguna	1
29	Maria Lucia Aileen L. Juaneza	Education Program Supervisor	San Pablo	1
30	Carmena A. Gozo	Planning Officer III	San Pablo	1
31	Leonisa B. Mercado	Guidance Counselor II	Batangas Prov.	2
32	Jojo A. Amurao	Guidance Counselor III	Batangas Prov.	2
33	Aida A. Bagon	Guidance Counselor III	Batangas Prov.	2
34	Zena Grace H. Adducul	Guidance Counselor I	Batangas Prov.	2
35	Mary Ann A. Martinez	Guidance Counselor I	Batangas Prov.	2
36	Edna H. Atamosa	Guidance Counselor III	Batangas Prov.	2
37	To follow	-	Calaca	2
38	To follow	-	Calaca	2
39	Romelisa S. Tocus	Guidance Coordinator III	Cavite Prov.	2
40	Liezel S. Sarreal	Guidance Counselor I	Cavite Prov.	2
41	John Michael Vincent C. Mojica	Guidance Counselor III	Cavite Prov.	2

42	Myra R. Caerme	Teacher III	Cavite Prov.	2
43	Charlene A. Escobal	Guidance Counselor I	Quezon Prov.	2
44	Carla Mae D. Carandang	Public School District Supervisor	Quezon Prov.	2
45	Ansherina F. Dollesin	Guidance Counselor I	Quezon Prov.	2
46	Albert D. Sarmiento	Principal I	Quezon Prov.	2
47	Gabrelle Marie D. Ogayon	Teacher III	Quezon Prov.	2
48	Sheryl Lyn F. Ostonal	Guidance Counselor III	Quezon Prov.	2
49	Iris V. Mente	Guidance Counselor III	Quezon Prov.	2
50	Ferrie Angelo C. Cabangon	Guidance Counselor III	Quezon Prov.	2
51	Michelle L. Cabangon	Guidance Counselor III	Quezon Prov.	2
52	Catherine May D. Delos Santos	Guidance Counselor III	Quezon Prov.	2
53	Maria Dianna R. Macayaon	Guidance Counselor III	Quezon Prov.	2
54	Myca Saibel C. Cabangon	Guidance Counselor III	Quezon Prov.	2
55	Sharlane Thea B. Dimalibot	Guidance Counselor III	Quezon Prov.	2
56	Regem T. Reyes	Guidance Counselor III	Quezon Prov.	2
57	Angelika T. Matibag	Teacher I	Quezon Prov.	2
58	Jajila P. Villano	Teacher II	Quezon Prov.	2
59	Jessica Bernadette M. Alcantara	Guidance Counselor I	Quezon Prov.	2

Annex B

**LIST OF TRAINERS FOR REGIONAL TRAINING OF TRAINERS FOR RToT**  
August 4-8, 2025

	<b>NAME</b>	<b>DESIGNATION</b>	<b>SDO</b>	<b>CLASS</b>
1	Sheena Wella G. Arguelles	Guidance Counselor III	Batangas City	1
2	Mitos Amadel S. Villamor	Guidance Counselor III	Quezon Prov .	1
3	April Joy Cruz	Guidance Counselor III	San Pablo	1
4	Den S. Morales	Guidance Counselor II	Sta. Rosa	1
5	Jean U. Basas	Guidance Counselor I	Rizal	2
6	Cesar Chester O. Relleve	Education Program Supervisor	Dasmaringas	2
7	Sarah Catrina D. Portes	Guidance Counselor II	Lucena City	2
8	Reggil V. Villalis	Guidance Counselor II	Antipolo	2

**PROGRAM MANAGEMENT TEAM**

	<b>NAME</b>	<b>DESIGNATION</b>	<b>OFFICE</b>	
1	Jisela N. Ulpina	OIC-Chief	RO-HRDD	Overall Lead
2	Raginne A. Yanez	Education Program Specialist II	RO-HRDD	Program Focal/Classroom Manager
3	Margaret P. Musa	Education Program Supervisor	RO-CLMD	Program Focal/Classroom Manager
4	Ramil Ginete	Project Development Officer IV	RO-ESSD	Program Focal/ Secretariat
5	Emelia M. Aytona	Education Program Supervisor	RO-QAD	M & E Associate/Class 1
6	Buenalyn M Manuel	Education Program Supervisor	RO-QAD	M & E Associate/Class 2
7	Jonalyn B. Pattalitan	Education Program Specialist II	RO-HRDD	Secretariat
8	Joseph C. Damian	Administrative Assistant III	RO-HRDD	Secretariat

**PROGRAM MATRIX**

August 4-8, 2025

<b>DAY 1</b> August 4, 2025 (Monday)		
<b>TIME</b>	<b>MINS</b>	<b>PROGRAM</b>
8:00 – 12:00 noon		Arrival of participants & registration
12:00 – 1:00 pm	60 mins.	Lunch Break
1:00 – 2:00 pm	60 mins.	Opening Program <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Prayer</li> <li>• Deped QPS</li> <li>• Welcome Remarks/Message</li> <li>• Introduction of Participants</li> <li>• Photo Documentation</li> <li>• Pre-Test</li> </ul>
2:00 pm – 3:00 pm	60 mins	Plenary 1: YFD CGP Introduction
3:00 pm – 3:15 pm	15 mins	Health Break
3:15 pm- 4:30 pm	75 mins.	Plenary 2: Overview of Career Guidance Program
4:30 pm – 5:00 pm	30 mins.	End of the Day Evaluation/Writing Activity/Reflection/Other Reminders

<b>DAY 2</b> August 5, 2025 (Tuesday)		
<b>TIME</b>	<b>MINS</b>	<b>PROGRAM</b>
8:00 am-8:20 am	30 mins	Management of Learning
8:30 am – 10:00 am	90 mins	M1S1: Guidance, Principles, Goals and other related Concepts
10:00 am-10:15 am	15 mins	Health Break
10:15 am-12:00 pm	105 mins	M1S2: Guidance Service and Clientele
12:00 – 1:00 pm	60 mins	Lunch Break
1:00 pm - 2:15 pm	75 mins	M1S3: The History of Career Guidance
2:15 pm -3:00 pm	45 mins	M1S4: Career Education in the Context of Guidance
3:00 pm – 3:15 pm	15 mins	Health Break
3:15 pm – 3:45 pm	30 mins	Continuation of discussion
3:45 pm – 4:45 pm	60 mins	M1S5: Theories of Career Choice and Development
4:45 pm-5:00 pm	15 mins	End of the Day Evaluation/Writing Activity/Reflection and Other Reminders

<b>DAY 3</b>		
August 6, 2025 (Wednesday)		
<b>TIME</b>	<b>MINS</b>	<b>PROGRAM</b>
8:00 am – 8:30 am	30 mins	Management of Learning
8:30 am-10:00 am	90 min	M2S6: Legal Bases of Career Guidance in the Philippines
10:00 am-10:15 am	15 mins	Health Break
10:15 am-12:00 nn	105 mins	M2S7: The Career Advocates
12:00 – 1:00 pm	60 mins	Lunch Break
1:00 pm – 2:30 pm	90 mins	M2S8: Linkage Development
2:30 pm-3:00 pm	30 mins.	M3S9: Developing the Career-Conscious K-12 Graduate through Instructions as the Delivery System
3:00 pm-3:30 pm	30 mins.	Health Break
3:30 pm -4:20 pm	50 mins.	Continuation of Session
4:20 pm – 5:00 pm	40 mins.	End of the Day Evaluation/Writing Activity/Reflection/Other Reminders

<b>DAY 4</b>		
August 7, 2025 (Thursday)		
<b>TIME</b>	<b>MINS</b>	<b>PROGRAM</b>
8:00 am – 8:30 am	30 mins	Management of Learning
8:30 am- 10:00 am	90 mins	M3S10: Guidance Service as Delivery System
10:00 am-10:15 am	15 mins	Health Break
10:15 am – 12:00 nn	105 mins	Continuation
12:00 noon-1:00 pm	60 min	Lunch Break
1:00 pm - 3:00 pm	120 min	M3S11: Co-curricular Activities as Delivery System
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 Clarifications and Additional Information to DO No. 30 s. 2017
4:30 pm-5:00 pm	30 mins	End of the Day Evaluation/Writing Activity/reflection/Other Reminders

<b>DAY 5</b> August 8, 2025 (Friday)		
<b>TIME</b>	<b>MINS</b>	<b>PROGRAM</b>
8:00 am – 8:30 am	30 mins	Management of Learning
8:30 am- 10:00 am	90 mins	WAP Orientation
10:00 am-10:15 am	15 mins	Health Break
10:15 am – 12:00 nn	105 mins	WAP Orientation/Individual WAP Output Post Test Closing Program End of the Day Evaluation Clearing House
12:00 noon-1:00 pm	60 min	Lunch Break
<b>HOME SWEET HOME</b>		