

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

11 August 2025

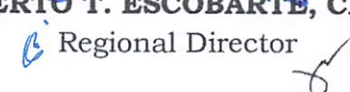
Regional Memorandum
No. 630 s. 2025

CONDUCT OF THE CAREER GUIDANCE PROGRAM SCHOOL-BASED TRAINING FOR 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," which seeks to intensify the Career Guidance Program in Secondary schools this Office, through the respective Schools Division Offices shall conduct the Career Guidance Program School-based Training for Career Advocates (SBTCA) on August until September 2025 at a venue to be announced by each cluster/SDO through a Division Memo.
2. The activity aims to assist teachers in equipping learners with the essential skills and knowledge necessary to make informed decisions about their education and career path, aligned with the current labor market trends.
3. The expected participants are 1 male and 1 female secondary school teacher per school preferably with 2 years of teaching experience and is willing to handle and implement the Career Guidance Program activities.
4. Meals and training supplies of participants shall be charged to the downloaded fund allotted for the SBTCA implementation while transportation and other expenses incurred shall be charged to local funds subject to the usual accounting and auditing rules and regulations. Please refer to enclosure B.
5. 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.
6. Wide dissemination of and compliance with this memorandum is directed.


ATTY. ALBERTO T. ESCOBARTE, CESO II


Regional Director



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Certificate No. PHP QMS
22 93 0085

Annex A.

Allocated No. of Participants per Cluster/SDO

CLUSTER	SDO	No. of Participants
1	Antipolo	26
	Rizal	110
2	Bacoor	18
	Cavite City	2
	Imus	16
	Dasmariñas	18
	Gen. Trias	10
3	Biñan	16
	Cabuyao	14
	Calamba	24
	Sta. Rosa	12
	San Pedro	10
4	Sto. Tomas	6
	Tanauan	20
	Lipa	28
	Batangas City	32
5	Lucena	12
	Tayabas	14
Laguna		104
San Pablo		20
Batangas Province		208
Cavite Province		92
Quezon Province		238
Total		1,050

***The 1,050 slots were proportionally distributed based on each SDO's share of the total 898 secondary schools, ensuring equitable allocation.**

***SBTCA Participants – 1 male and 1 female per High School**

Annex B

Amount Downloaded per SDO

CLUSTER	SDO	Amount to be Downloaded to SDO
1	Antipolo	₱ 728,800.00
2	Gen. Trias	₱ 377,200.00
3	Calamba	₱ 678,800.00
4	Lipa	₱ 687,800.00
5	Lucena	₱ 175,800.00
Laguna		₱ 549,200.00
San Pablo		₱ 146,000.00
Batangas Province		₱ 996,400.00
Cavite Province		₱ 497,600.00
Quezon Province		₱ 1, 245, 400. 00
Total		₱ 6,083,000.00

Note: The allocated fund for the SBTCA implementation was downloaded to one SDO per cluster, as agreed upon. This SDO will lead the procurement process for materials and food during the rollout.

The fund allocation was based on the following considerations:

- Total number of participants (pax) per cluster
- Total number of classes, with a standard of 50 participants per class
- Total number of Resource Persons (RPs), with 4 RPs per class
- Total number of PMT members per cluster

PROGRAM MATRIX

DAY 1		
TIME	MINS	PROGRAM
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 • National Anthem • Prayer • Deped QPS • Welcome Remarks/Message • Introduction of Participants • Photo Documentation • Pre-Test
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

DAY 2		
TIME	MINS	PROGRAM
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

DAY 3		
TIME	MINS	PROGRAM
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

DAY 4		
TIME	MINS	PROGRAM
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

DAY 5		
TIME	MINS	PROGRAM
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
HOME SWEET HOME		

Complete List of Resource Persons
Division Rollout of the School-Based Training for Career Advocates

CLUSTER 1 ANTIPOLO RIZAL	NAME	SDO	TRAINED UNDER:
	REGGIL A. VILLALIS	RIZAL	NTOT
	JEAN U. BASAS	RIZAL	NTOT
	LOIRDA LULU L. DERES	RIZAL	NTOT
	AIDA S. UNABIA	ANTIPOLO CITY	RTOT
	PHILLIP RAMIR L. PUNZALAN	ANTIPOLO CITY	RTOT
	ELEANOR ANN R. SIERRA	ANTIPOLO CITY	RTOT
	RIESSA LEAH B. GONZALES	ANTIPOLO CITY	RTOT
	MARIQUIT A. ESTRABO	RIZAL	RTOT
	JOMARIE JULIAN-GARCIA	RIZAL	RTOT
	ERLINDA D. MONTALBA	RIZAL	RTOT
	RAQUEL M. GUINTO	RIZAL	RTOT
	MARICEL L. ABAYA	RIZAL	RTOT
CLUSTER 2 BACOR CAVITE CITY IMUS DASMARIÑAS GEN. TRIAS	NAME	SDO	TRAINED UNDER:
	JOHANNA D. DELA CRUZ	BACOR	NTOT
	GENESIS F. DELA CRUZ	CAVITE CITY	NTOT
	RICHE S. VERGARA	DASMARIÑAS	NTOT
	CESAR CHESTER O. RELLEVE	DASMARIÑAS	NTOT
	JHOANNA ROSE M. MORENO	DASMARIÑAS	NTOT
	ELA L. LANORIO	GEN. TRIAS	NTOT
	MELANIE P. CRUZ	GEN. TRIAS	NTOT
	NANETTE R. GAMBOA	IMUS	NTOT
CLUSTER 3 BIÑAN CABUYAO CALAMBA STA. ROSA SAN PEDRO	NAME	SDO	TRAINED UNDER:
	PRECY C. CALBEZ	BIÑAN CITY	NTOT
	DEN S. MORALES	STA. ROSA CITY	NTOT
	DEBBIE ANN M. MANGUA	BIÑAN CITY	RTOT
	ARMANDO M. TALLA	BIÑAN CITY	RTOT
	LORETA P. REGIO	CABUYAO CITY	RTOT
	CLARIZA G. TERONES	CALAMBA CITY	RTOT
	MA. ELLEN B. HADAP	CALAMBA CITY	RTOT
	GLADYSMA KATE E. RUGA	STA. ROSA CITY	RTOT

	CHERRYL C. LORESCA	SAN PEDRO CITY	RTOT
CLUSTER 4 STO. TOMAS TANAUAN LIPA BATANGAS CITY	NAME	SDO	TRAINED UNDER:
	SHEENA WELLA G. ARGUELLES	BATANGAS CITY	NTOT
	MITCHEL S. MAPALAD	BATANGAS CITY	NTOT
	RONALYN F. MANALO	BATANGAS CITY	NTOT
	TACIANA V. SAN JOSE	STO. TOMAS CITY	NTOT
	GENE CLAIRE V. LACERNA	STO. TOMAS CITY	RTOT
	KATRINA CELINE T. OBLIGAR	TANAUAN CITY	RTOT
	LEA M. MANALO	LIPA CITY	RTOT
	CONIE G. DELA ROSA	BATANGAS CITY	RTOT
	ANGELITO B. JAREÑO	BATANGAS CITY	RTOT
CLUSTER 5 LUCENA TAYABAS	NAME	SDO	TRAINED UNDER:
	MARTHA YSABBELE A. VENZUELA	LUCENA CITY	NTOT
	SHANE S. LEYNES	LUCENA CITY	NTOT
	SARAH CATRINA D. PORTES	LUCENA CITY	NTOT
	MARINESA A. VILLAMATER	TAYABAS CITY	RTOT
LAGUNA CLUSTER	NAME	SDO	TRAINED UNDER:
	ABIGAIL O. VIAR	LAGUNA	NTOT
	MARIDEL O. MONFERO	LAGUNA	RTOT
	MA. VERA A. LARIOQUE	LAGUNA	RTOT
	FLORICEL M. SEVA	LAGUNA	RTOT
	GENALDO C. DAGSINDAL	LAGUNA	RTOT
	MARIA CARMELCE P. MARASIGAN	LAGUNA	RTOT
	BABY LYN A. PANGILINAN	LAGUNA	RTOT
SAN PABLO	NAME	SDO	TRAINED UNDER:
	APRIL JOY CRUZ	SAN PABLO CITY	NTOT
	REENA E. REYES	SAN PABLO CITY	NTOT
	MARIA LUCIA AILEEN L. JUANEZA	SAN PABLO CITY	RTOT
	NAJIE M. UBAÑA	SAN PABLO CITY	RTOT
BATANGAS PROVINCE	NAME	SDO	TRAINED UNDER:
	LEONISA B. MERCADO	BATANGAS PROV.	RTOT
	JINNIE G. GARCIA	BATANGAS PROV.	RTOT
	AIDA A. BAGON	BATANGAS PROV.	RTOT
	ZENA GRACE H. ADDUCUL	BATANGAS PROV.	RTOT

	MARY ANN A. MARTINEZ	BATANGAS PROV.	RTOT
	EDNA H. ATAMOSA	BATANGAS PROV.	RTOT
	AIRENE Y. GATDULA	CALACA CITY	RTOT
	HAYDEE O. DE CASTRO	CALACA CITY	RTOT
CAVITE PROVINCE	NAME	SDO	TRAINED UNDER:
	ESTER M. ZUNIGA	CAVITE PROVINCE	NTOT
	CHERYL TEODORO	CAVITE PROVINCE	NTOT
	ROMELISA S. TOCUS	CAVITE PROVINCE	RTOT
	LIEZEL S. SARREAL	CAVITE PROVINCE	RTOT
	JOHN MICHAEL VINCENT C. MOJICA	CAVITE PROVINCE	RTOT
	MYRA R. CAERMARE	CAVITE PROVINCE	RTOT
QUEZON PROVINCE	NAME	SDO	TRAINED UNDER:
	MITOS AMADEL S. VILLAMOR	QUEZON	NTOT
	JADE ANN V. AQIONO	QUEZON	NTOT
	VIGILINE A. DE VERA	QUEZON	NTOT
	CHARLENE A. ESCOBAL	QUEZON	RTOT
	CARLA MARIE D. CARANDANG	QUEZON	RTOT
	ANSHERINA F. DOLLESIN	QUEZON	RTOT
	ALBERT D. SARMIENTO	QUEZON	RTOT
	GABRELLE MARIE D. OGAYON	QUEZON	RTOT
	SHERYL LYN F. OSTONAL	QUEZON	RTOT
	IRIS V. MENTE	QUEZON	RTOT
	FERRIE ANGELO C. CABANGON	QUEZON	RTOT
	MICHELLE L. CABANGON	QUEZON	RTOT
	CATHERINE MAY D. DE LOS SANTOS	QUEZON	RTOT
	MARIA DIANNA R. MACAYAON	QUEZON	RTOT
	MYCA SAIBEL C. CABANGON	QUEZON	RTOT
	SHARLANE THEA B. DIMALIBOT	QUEZON	RTOT
	REGEM T. REYES	QUEZON	RTOT
	ANGELIKA T. MATIBAG	QUEZON	RTOT
	JAJILA P. VILLANO	QUEZON	RTOT
	JESSICA BERNADETTE M. ALCANTARA	QUEZON	RTOT