



Republic of the Philippines

Department of Education  
REGION IV-A CALABARZON



5 December 2025

**Regional Memorandum**

No.911 s.2025

**SUBMISSION OF REPORTS AND PERTINENT DOCUMENTS  
ON THE CONDUCT OF CAREER GUIDANCE PROGRAM  
SCHOOL-BASED TRAINING OF CAREER ADVOCATES**

To **Schools Division Superintendents  
Division Youth Formation Coordinators  
All Others Concerned**

1. In accordance with DM-OUGOPS-2025-10-07363<sup>1</sup>, this Office, through the Education Support Services Division, requests all divisions youth formation coordinators to submit all related SBTCA reports and documents through this link: <https://tinyurl.com/SBTCA-SubFolder> on or before **December 10, 2025**.
2. The required reports and documents to be submitted are as follows:
  - a. Approved correspondences (Division Memorandum, letters, etc)
  - b. E-copy of signed certificates for the participants, Project Management Teams (PMT) and Technical Working Group (TWG)
    - Certificate of Participation
    - Certificate of Completion (5-Day Training)
    - Certificate of Recognition (for trained and certified individuals who passed the assessment)
    - PMTs/TWGs Certificate of Recognition/Appreciation
  - c. E-copy of attendance with signature
3. For further details, you may contact Mr. Ramil G. Ginete, Project Development Officer, through email at [essd.calabarzon@deped.gov.ph](mailto:essd.calabarzon@deped.gov.ph).
4. Immediate dissemination of this Memorandum is desired.

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

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<sup>1</sup> SUBMISSION OF REPORTS AND PERTINENT DOCUMENTS ON THE CONDUCT OF CAREER GUIDANCE PROGRAM SCHOOL-BASED TRAINING OF CAREER ADVOCATES FOR DLI 3.3



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

### MEMORANDUM

DM-OUGOPS-2025-10-07363

TO : **Regional Directors**  
**Schools Division Superintendents**  
**Regional and Division Youth Formation Coordinators**  
**Regional and Division Edukasyon sa Pagpapakatao, GMRC and**  
**Values Education Supervisors**  
**NEAP-Regional Focal Persons**  
**Human Resource Development Division Chiefs**  
**School Governance and Operation Division Chiefs**  
**HRD Fund Focal Persons in the Division**  
**School Heads**  
**All Others Concerned**

FROM : **MALCOLM S. GARMA**  
*Undersecretary for Operations*

SUBJECT : **SUBMISSION OF REPORTS AND PERTINENT DOCUMENTS ON**  
**THE CONDUCT OF CAREER GUIDANCE PROGRAM SCHOOL-**  
**BASED TRAINING OF CAREER ADVOCATES FOR DLI 3.3**

DATE : November 24, 2025

In consonance with the Department of Education (DepEd)'s commitment with the Asian Development Bank (ADB) under the Secondary Education Support Program (SESP), through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), this Office commends all regions for their continued dedication and commitment in conducting the **School-Based Training for Career Advocates (SBTCA)**.

To ensure that the Department complies with ADB's requirement that 50% of all public secondary schools nationwide shall have at least two (2) teachers trained and certified as Career Advocates (CAs) before the end of this school year, this Office requests all regions, divisions, and concerned focal personnel to submit all related SBTCA reports and documents through the following link: <https://tinyurl.com/SBTCareports> on or before **Friday, December 12, 2025**.



The **required reports and documents** to be submitted are the following:

1. Approved correspondences (i.e., Regional/Division/School Memorandum, letters, etc.)
2. E-copy of signed certificates for the participants, Project Management Teams (PMTs), and Technical Working Group (TWG)
  - a. Participants:
    - Certificate of Participation
    - Certificate of Completion (5-day training)
    - Certificate of Recognition (trained and certified- passed the assessment)
    - Certificate of Designation as Career Advocates (to be issued by the Region)
  - b. PMTs/TWGs
    - Certificate of Recognition/Appreciation
3. Completion Report using the National Educators' Academy of the Philippines (NEAP) Template
4. E-copy of attendance with signature
5. Official List of Regional Career Advocates

For guidance and strict compliance.