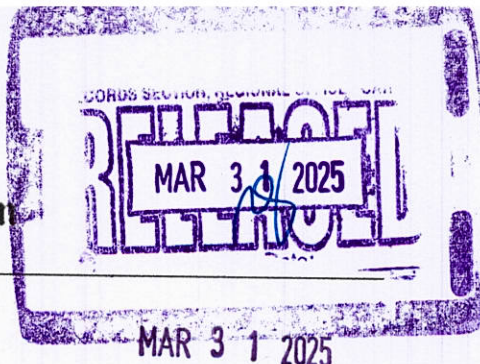




Republic of the Philippines  
Department of Education  
CARAGA REGION



REGIONAL MEMORANDUM  
HRDD – 2025 – 0344

To: Schools Division Superintendent ) Division of Butuan City  
All Others Concerned

CONDUCT OF THE TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING  
PROGRAM FOR GUIDANCE DESIGNATES – PHASE 4

1. To address the shortage of registered guidance counselors (RGCs) in schools by capacitating and empowering guidance designates, the National Educators Academy of the Philippines (NEAP) will conduct the **Specialized Training for Guidance Designates Phase 4** on April 07-11, 2025 at ECOTECH, Lahug, Cebu City.

2. The participants who will attend the said activity are the following:

| No. | Name                    | Office                        | Position                        |
|-----|-------------------------|-------------------------------|---------------------------------|
| 1.  | ELIZABETH M. YSULAN     | CLMD – Regional Office        | Education Program Supervisor    |
| 2.  | ELMER AUGUSTUS F. CONDE | NEAP – Caraga Regional Office | Education Program Specialist II |
| 3.  | GENERUTH M. BAGAFORO    | SDO – Butuan City             | Education Program Specialist II |
| 4.  | CARLA JANE M. RAGA      | SDO – Butuan City             | Guidance Counselor              |

3. 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 the downloaded HRD funds for this purpose, subject to the usual accounting and auditing rules and regulations.

4. Kindly refer to the attached Memoranda DM-OUHROD-2025-0327 and DM-OUHROD-2025-0268.

5. In compliance to the provision of Regional Order No. 16, s. 2019, otherwise known as the DepEd Caraga Equal Opportunity Principle (EOP) Policy, all expected participants are selected regardless of sex, gender, age, civil status, physical attributes, religion, belief, creed, race, family background, political affiliation, socio-economic status or any other legally protected characteristics.

6. For immediate dissemination.

  
**MARIA INES C. ASUNCION**

Director IV  
Regional Director



Address: J.P. Rosales Avenue, Butuan City  
Trunkline No: (085) 225-1151  
Telefax No: (085) 342-5959  
Email: [caraga@deped.gov.ph](mailto:caraga@deped.gov.ph)  
Website: [caraga.deped.gov.ph](http://caraga.deped.gov.ph)



2025-03-03660

|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F164 | Rev  | 00     |
| Effectivity    | 08.09.24    | Page | 1 of 2 |



Encl.: None

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

MEETING

PROGRAM

TRAINING

HRDD/ea/c  
03/27/2025



Address: J.P. Rosales Avenue, Butuan City  
Trunkline No: (085) 225-1151  
Telefax No: (085) 342-5959  
Email: [caraga@deped.gov.ph](mailto:caraga@deped.gov.ph)  
Website: [caraga.deped.gov.ph](http://caraga.deped.gov.ph)



2025-03-05660

|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F164 | Rev  | 00     |
| Effectivity    | 08.09.24    | Page | 2 of 2 |

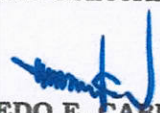




Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**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<br>(Luzon Cluster)            | 17-21 March 2025 | NEAP Baguio                         |
| Training of Trainers - Phase 4<br>(Visayas-Mindanao Cluster) | 07-11 April 2025 | Ecotech Center,<br>Lahug, Cebu City |

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](mailto: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]



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

|                |            |      |        |
|----------------|------------|------|--------|
| Doc. Ref. Code | DM-OUHROD  | Rev  | 00     |
| Effectivity    | 03.23.2023 | Page | 3 of 3 |



3. **Each Regional Office (RO) is requested to endorse the following participants to the abovementioned training activities:**

- A Registered Guidance Counselor (RGC) with a guidance counselor *plantilla* item who has not yet attended Phases 1 or 2;
- One (1) representative from the RO – HRDD/NEAP R; and
- 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](mailto:neap.pdd@deped.gov.ph) (copy furnished [leura.lorenzo@deped.gov.ph](mailto:leura.lorenzo@deped.gov.ph) / [millie.fudolig@deped.gov.ph](mailto: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](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<br>Sun | Day 2<br>Mon | Day 3<br>Tue | Day 4<br>Wed | Day 5<br>Thu | Day 6<br>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.).



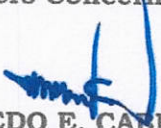
Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM  
DM-OUHROD-2025-0268

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 : **DOWNLOADING OF FUNDS FOR THE TRAVEL EXPENSES OF PARTICIPANTS FOR THE TRAINING OF TRAINERS FOR GUIDANCE DESIGNATES – PHASES 3 AND 4**

DATE : 13 February 2025

1. With the aim of addressing the shortage of registered guidance counselors in schools, a **Specialized Training Program for Guidance Designates** has been designed and developed to capacitate and empower them to successfully perform their crucial duties and responsibilities that contribute to the overall well-being of learners.
2. Following the *Training of Trainers for Guidance Designates Phases 1 and 2* held last 18-22 November 2024 and 02-06 December 2024, respectively, the National Educators Academy of the Philippines (NEAP) will conduct the succeeding trainings with the following schedule:

| Phase                                                  | Date             | Venue                                                |
|--------------------------------------------------------|------------------|------------------------------------------------------|
| Phase 3 – Training of Trainers for Guidance Designates | 17-21 March 2025 | Venues will be announced through a separate advisory |
| Phase 4 – Training of Trainers for Guidance Designates | 07-11 April 2025 |                                                      |



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

|                |           |      |        |
|----------------|-----------|------|--------|
| Doc. Ref. Code | DM-OUHROD | Rev  | 00     |
| Effectivity    | 03.23.23  | Page | 1 of 2 |



3. In preparation for this, NEAP Central Office shall download Human Resource Development Funds amounting to **Php 3,063,500.00** (Phase 3=Php 1,043,500.00 and Phase 4=Php 2,020,000.00) to the Regional Offices (ROs) to cover the travel expenses of the participants, to be distributed based on the *Allocation List* per RO (**Enclosure 1**). The ROs are requested to submit a *Certificate of Concurrence* (**Enclosure 2**) **not later than 28 February 2025**, to signify their agreement to accept the fund.
4. Upon receipt of the Sub-Allotment Release Order, the RO HRDD Chiefs/NEAP R Focal Persons shall do the following:
  - a. Coordinate with the Budget/Planning Officer for the proper updating in the Program Management Information System (PMIS) reflecting the amount of fund received;
  - b. Encode the corresponding activity and its purpose in the PMIS;
  - c. Facilitate the further downloading of funds for the participants from the Schools Division Offices (SDOs) under their respective jurisdictions, once the final list of participants is received from NEAP Central Office; and
  - d. Submit a copy of the final list of participants to the SDOs for their reference in processing the travel expenses of their participants
5. The 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 other activities conducted by NEAP Central Office. On the other hand, should there be any shortage of funds, it is requested that the amount to cover the deficit be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Should you have questions and concerns, please coordinate with **Mr. Eric Sarmiento**, NEAP Administrative Officer V, through email [eric.sarmiento003@deped.gov.ph](mailto:eric.sarmiento003@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.
7. For immediate dissemination and appropriate action.

**Enclosures:**

Enclosure 1 – Allocation List per Regional Office

Enclosure 2 – Certificate of Concurrence

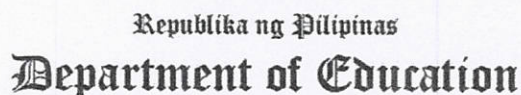
[NEAP-PDD/Lorenzo]



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549  
 Email Address: [usec.hrod@deped.gov.ph](mailto:usec.hrod@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

|                |            |      |        |
|----------------|------------|------|--------|
| Doc. Ref. Code | DM-OUHROD  | Rev  | 00     |
| Effectivity    | 03.23.2023 | Page | 2 of 2 |





| No    | Region     | Total Participants |         | Resource Person/ Speaker |         | Total Budget for Travel Expense<br>(in Php) |
|-------|------------|--------------------|---------|--------------------------|---------|---------------------------------------------|
|       |            | Phase 3            | Phase 4 | Phase 3                  | Phase 4 |                                             |
| 1     | CAR        | 15                 | N/A     | 1                        | 1       | 55,000.00                                   |
| 2     | NCR        | 35                 |         | 1                        | 1       | 175,100.00                                  |
| 3     | I          | 5                  |         | 1                        | 1       | 41,000.00                                   |
| 4     | II         | 25                 |         | 1                        | 1       | 145,000.00                                  |
| 5     | III        | 45                 |         | 1                        | 1       | 197,000.00                                  |
| 6     | CALABARZON | 60                 |         | 1                        | 1       | 318,000.00                                  |
| 7     | MIMAROPA   | 5                  |         | 1                        | 1       | 79,000.00                                   |
| 8     | V          | N/A                | 30      | 1                        | 1       | 400,000.00                                  |
| 9     | VI         |                    | 25      | 1                        | 1       | 333,800.00                                  |
| 10    | VII        |                    | 5       | 1                        | 1       | 35,600.00                                   |
| 11    | VIII       |                    | 5       | 1                        | 1       | 89,000.00                                   |
| 12    | IX         |                    | 10      | 1                        | 1       | 169,000.00                                  |
| 13    | X          |                    | 25      | 1                        | 1       | 379,000.00                                  |
| 14    | XI         |                    | 20      | 1                        | 1       | 309,000.00                                  |
| 15    | XII        |                    | 15      | 1                        | 1       | 239,000.00                                  |
| 16    | Caraga     |                    | 5       | 1                        | 1       | 99,000.00                                   |
| TOTAL |            |                    |         |                          |         | Php 3,063,500.00                            |