



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Region XIII
Butuan City



November 26, 2018

REGIONAL MEMORANDUM

No. 675 s. 2018

To: All Schools Division Superintendents
This Region



PARTICIPATION TO THE NATIONAL TRAINING OF TRAINERS ON HOMEROOM GUIDANCE PROGRAM

1. The Department of Education Central Office through the Bureau of Curriculum Development will be launching the Homeroom Guidance Program in June 2019. To prepare for the nationwide implementation of the Program, the Department shall hold a National Training of Trainers on Homeroom Guidance Program on November 26-30, 2018 at BP Makiling Hotel, Los Banos, Laguna.
2. In this connection, the identified Guidance Counsellors/ Guidance Designate. Career Guidance Advocates are directed to attend the said training. (pls, refer to attachment #1)
3. Travelling expenses, food and accommodation expenses of participants shall be borne by the Regional Office, charged against the downloaded funds from CO for the conduct of said National Training of Trainers on Homeroom Guidance Program (NTOT) subject to the usual accounting and auditing rules and regulations.
4. For details please refer to DM- C-2018-00467 dated Nov. 19, 2018 (attachment #2).
5. Immediate dissemination of this memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC- Regional Director

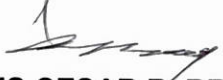
Attachment # 1**LIST OF OFFICIAL PARTICIPANTS TO THE NATIONAL TRAINING OF TRAINERS ON
HOMEROOM GUIDANCE PROGRAM**

#	Name	Designation	School/Division	Contact No.
1	Dr. Rowena Salas, RGC	Division Guidance Coordinator	Surigao City	09092679513
2	Marife Beberino	Guidance Designate	Anomar NHS, Surigao City	09666124223
3	Jobie Pongcol	Guidance Designate	Surigao City NHS	
4	Marie Cristy Arcamo	Guidance Designate	Day-asan NHS, Surigao City	
5	Nancy Caballero	Guidance Counselor II	BCSAT, Butuan City	09099673816
6				
7	Lucille Menor	Guidance Counselor III	SNNHS, Surigao del Norte	09185339922
8	Nezza May A. Cotianco	Guidance Counselor I	Surigao del Sur	09107002281
9	Luxmee C Bagot	Career Guidance Advocate	Valencia NHS, Dinagat	09051983178
10	Josieme H. Banaybanay	Guidance Counselor I	Dapa NHS, Siargao	09985645506
11	Liza Fe R. Alba	Guidance Counselor 1	Bislig NHS, Bislig City	09664565626
12	Jenevie C. Dominise	Career Guidance Advocate	Calamba NHS, Cabadbaran City	09096282552
13	Herlyn D. Asis	Guidance Counselor	BNCHS, Bayugan City	099784225707
14	Gloria E. Bante	Guidance Designate	PNHS, Trento, Agusan del Sur	09120493972

Noted by:


MANUEL O. CABERTE
Chief, ESSD

Approved by:


FRANCIS CESAR B. BRINGAS, CESO V
OIC- Regional Director



CLMB

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Undersecretary for Curriculum and Instruction

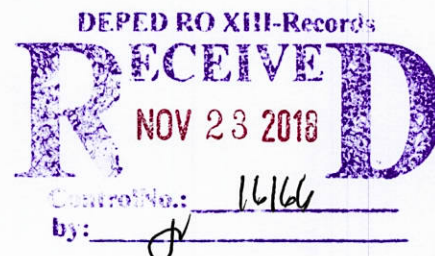
MEMORANDUM
DM-CI-2018-00467

To : **REGIONAL DIRECTORS**
REGIONAL SECRETARY, ARMM

From : *angio*
ALMA RUBY C. TORIO
OIC – Assistant Secretary
Officer-in-Charge, Office of the Undersecretary
for Curriculum and Instruction

Subject: : **NATIONAL TRAINING OF TRAINERS ON HOMEROOM**
GUIDANCE PROGRAM

Date : **November 19, 2018**



This Department, through the Bureau of Curriculum Development, will be launching the Homeroom Guidance Program in June 2019. To prepare for the nationwide implementation of the program, this Department shall hold the National Training of Trainers on Homeroom Guidance Program on November 26 – 30, 2018 at BP Makiling Hotel, Los Baños, Laguna.

The Training aims to enable the participants to:

- explain the Homeroom Guidance Program Curriculum including its Philosophy, Vision and Mission;
- discuss the issues and concerns that would arise in the implementation of the program;
- discuss the content of the program in preparation for the regional training ; and
- create each region's training plans.

Each region is requested to send 14 representatives following the Enclosure 1 that indicates the breakdown of number of preferred participants who shall serve as the Regional Trainers and Training Managers for the aforementioned program.

The participants are required to finish the training. Those who will not complete it shall be given a Certificate of Appearance only.

The selection criteria for the NTOT on Homeroom Guidance Program is stipulated in Enclosure No. 2. The curriculum vitae and portfolios of the regional trainers should be with the regional supervisors in charge of Guidance.

All expenses relative to the conduct of the workshops including board and lodging, travelling expenses, supplies and materials and other incidental expenses shall be charged against BCD funds, subject to the usual accounting and auditing rules and regulations. Budget for the travel expenses were already downloaded to your respective regions.

The first meal to be served is breakfast on November 26 and the last meal is lunch on November 30.

The participants are required to bring their laptop (Wi-Fi ready or with mobile broadband modem) and extension cord.

Kindly send the confirmation slip (Enclosure 3) of participation on or before November 23, 2018 to fax number 635-9822 or thru the email address jona.valdez@deped.gov.ph.

Immediate dissemination of this invitation is directed.

Enclosure 1

Number	Designation	Total
2	Regional Trainer for SHS	2
3	Regional Trainer for JHS	3
3	Regional Trainer for G4-G6	3
3	Regional Trainer for G1-G3	3
3	Regional Trainer for Kindergarten	3
Grand Total		14

Number of Preferred Participants

Selection Criteria for the National Training of Trainers on Homeroom Guidance Program

Composition of the Regional Training Team

The NTOT is open to all Guidance Counselors/Designates, school or division officials who meet the following qualification requirements:

1. must be a Department of Education employee;
2. must have a commendable understanding on human development and group process;
3. preferably a Registered Guidance Counselor or with background in Psychology or RHGP;
4. has commendable facilitation skills;
5. has three years and above experiences in training (either school, region or national);
6. has a good command of the language both in English and Filipino (both spoken and written forms);
7. committed to attend all sessions promptly and submit exceptional outputs at the end of each session;
8. able to use Microsoft Office and Powerpoint;
9. able to mentor and train other teachers;
10. will not be retiring from service in the next three years; and
11. physically fit.

Means of Verifications - Trainer's Curriculum Vitae and Portfolio

Enclosure No. 3 to DepEd Memorandum No. ____2018

Confirmation Slip

Date of Confirmation: _____

Region: _____

Name	Designation	School / Division
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Confirmed by:

Signature over Printed Name of Regional Director