



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE CARAGA

RELEASED
MAY 27 2025
BY: NMB
TIME: 2:11 PM

MAY 27 2025

REGIONAL MEMORANDUM

No. 0537, s. 2025

To: Schools Division Superintendents
All Others Concerned

CONDUCT OF THE SCHOOL-BASED TRAINING FOR CAREER ADVOCATES –
JUNE ROLL-OUT

1. In line with the upcoming School-Based Training for Career Advocates (SBTCA), in response to concerns and issues raised from the field, and pursuant to the directives issued by higher authorities, all SGOD personnel of the Schools Division Offices (SDOs) and trained Registered Guidance Counselors (RGCs) are reminded of the following important matters:

a. **Implementation Period**

All SBTCA activities shall be conducted within June 2025 across all SDOs.

b. **CPD Accreditation**

Considering the scope and significance of the training, all regions are encouraged to apply for Continuing Professional Development (CPD) accreditation through the Professional Regulation Commission (PRC) so that CPD units may be granted to teacher-participants and other involved personnel. However, should CPD accreditation not be secured, the rollout shall still proceed. Regions must ensure compliance with the required number of trained and certified Career Advocates (CAs). Appointing officers may exercise discretion in selecting participants who demonstrate willingness to be trained, even without CPD units.

c. **Deadline for Completion**

All regional rollouts must be completed within June 2025. The final list of trained CAs must be submitted within the same period. This list will serve as the basis for monitoring and evaluation activities by the Asian Development Bank (ADB) and the DepEd Central Office during the rollout.

d. **Future Training Schedules**

Any proposed training activities beyond June 2025 will be subject to review and approval by the DepEd Central Office and other appropriate authorities.

e. **Program Support Fund (PSF)**

A PSF will be downloaded to SDOs for the conduct of SBTCA to cover meals and supplies.

f. **Reimbursement for Resource Speakers**

A separate PSF will be allocated to SDOs to reimburse the travel expenses of trained RGCs serving as resource speakers across different SDOs.

g. **Entitlements**

- i. Teacher-participants shall be entitled to Service Credits.
- ii. Non-teaching personnel shall be entitled to Compensatory Time Off (CTO) for services rendered on weekends, holidays, or during vacation periods.

h. **Submission of Reports**

The Youth Formation Coordinators, in coordination with HRD personnel, must submit the Activity Completion Report, duly approved by the Schools Division Superintendent (SDS), to the Regional Youth Formation Coordinator for endorsement to the Central Office – BLSS-YFD.

2. For wide dissemination and strict compliance.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: List of Trained Guidance Counselors (RGCs)

Reference: DM-OASOPS-2024-11: Implementing Guidelines on the Conduct of the career Guidance Program School-based Training of Career Advocates (SBTCA)

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

TRAINING PROGRAMS

ESSD/ajc
05/26/2025

Enclosure A: LIST OF TRAINED GUIDANCE COUNSELORS

CARAGA REGION TRAINED RGCs as RESOURCE PERSONS
For the SCHOOL-BASED TRAINING ON CAREER GUIDANCE ADVOCATES

NAME	DIVISION
Generuth M. Bagaforo	Butuan City Division
Maryline A. Basinillo	Agusan de Norte
Doris Cabarrubias	Agusan del Norte
Maribel B. Salvadico	Agusan del Sur
Herlyn D. Asis	Bayugan City
Indira Fideles G. Lacre	Butuan City
Roxanne Mae T. Tuazon	Butuan City
Nancy N. Caballero	Butuan City
Jocelyn S. Basunillo	Cabadbaran City
Ramilo R. Osigan	Surigao del Norte
Ivy Jane Cullamat	Surigaodel Sur
Gil G. Ducena (on leave)	Agusan del Norte
Maria Kristine Elizabeth H. Mangyan (with health condition)	Surigao City
Lucille P. Menor (on Maternity Leave)	Surigao del Norte