



Republic of the Philippines
Department of Education
CARAGA REGION



September 25, 2023

REGIONAL MEMORANDUM
No. 0901, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

CAPACITY – BUILDING PROGRAM FOR GUIDANCE COUNSELORS

1. The National Educators Academy of the Philippines (NEAP) in partnership with the Unilab Foundation, will conduct a capacity – building training program for Registered Guidance Counselors (RGCs) to help them become effective gatekeepers in the school setting.
2. The training program aims to:
 - a. Recognize risk factors and warning signs that may indicate a learner's need for mental health support.
 - b. Demonstrate understanding of utilizing different techniques and tools to deliver counselling remotely and face-to-face.
 - c. Identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselor and counselling supervision in suicide prevention and mental health support.
3. The capacity-building program will be participated by duly Registered Guidance Counselors (RGCs) assigned in schools who are occupying Guidance Counselor Plantilla items and duly Registered Guidance Counselors (RGCs) assigned to School Division Offices (SDOs) and Regional Offices (ROs) who are serving as focal persons.
4. The activity will be conducted on January 22 – 26, 2024 at NEAP NCR #20 Cepeda St., Concepcion Marikina City. Relative to this, each School Division Office is allotted with **one** (1) participant except for the Schools Division Offices of Butuan, Agusan del Sur, and Surigao del Sur which will be given with **two** (2) slots each.
5. The SDOs are requested to submit an official list of participant/s to this office via email at caraga@deped.gov.ph copy furnished the Human Resource Development Division at hrrdd_caraga@deped.gov.ph and Mr. Elmer Augustus F. Conde at scholarships_depedcaraga@deped.gov.ph on or before **September 28, 2023**.
6. For confirmation of attendance, all participants must register on or before **October 04, 2023** through this link: bit.ly/CapBuildRGCs.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2023-09-14358

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7. The cost of board and lodging of the participants shall be charged against NEAP-PDD HRD Funds while travel and other incidental expenses shall be charged to their respective local funds, subject to the usual accounting, budgeting and auditing procedures.
8. All participants are required to bring their own laptop, laptop charger, and extension cord as completion of the outputs will be accomplished in the venue. Please be reminded as well to bring maintenance medications as necessary.
9. The list of participants and program matrix are attached to this memorandum for your information. For queries and clarifications, please contact Mr. Elmer Augustus F. Conde at elmeraugustus.conde@deped.gov.ph.
10. Immediate dissemination and appropriate action on this memorandum is desired.


MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl/s.: As stated

Reference/s: DM-OUHROD-2023-1307

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

PROFESSIONAL DEVELOPMENT

TRAINING

WORKSHOP

HRDD/ea/c
09/55/2023



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-1301

: **REGIONAL DIRECTORS**
: **SCHOOLS DIVISION SUPERINTENDENTS**
: **HUMAN RESOURCE DEVELOPMENT DIVISION CHIEFS**
: **NEAP-R FOCAL PERSONS**
: **ALL OTHERS CONCERNED**

FROM : **GLORIA LUMAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS**

DATE : September 15, 2023

1. Under RA 11713 *Excellence in Teacher Education Act*, the Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), is mandated to provide quality professional development programs to teachers, school leaders, and other teaching-related personnel.
2. Consistent also with the Department's MATATAG agenda which emphasizes commitment to promoting learners' well-being, inclusive education, and positive learning environment, and giving support to teachers to teach better, NEAP, in partnership with the Unilab Foundation, will conduct a capacity-building program for Registered Guidance Counselors (RGCs) to help them become effective gatekeepers in the school setting.
3. The program aims to:
 - a. Recognize risk factors and warning signs that may indicate a learner's need for mental health support.
 - b. Demonstrate understanding of utilizing different techniques and tools to deliver counseling remotely and face-to-face.
 - c. Identify essential qualities, techniques, and ethical considerations relevant to the roles of guidance counselor and counseling supervision in suicide prevention and mental health support.
4. The capacity-building program will be attended by duly Registered Guidance Counselors (RGC) assigned in schools who are occupying Guidance Counselor Plantilla items and duly Registered Guidance Counselors (RGC) assigned to the Schools Division Offices (SDOs) and Regional Offices (ROs) who are serving as focal persons.

5. The details of the activities are as follows:

ACTIVITY	DATE	VENUE
Cluster 1	January 22-26, 2024	NEAP NCR, Marikina Address: #20 Cepeda St., Concepcion, Marikina City
Cluster 2	February 5-9, 2024	
Cluster 3	February 19-23, 2024	
Cluster 4	October 9-13, 2023	
Cluster 5	October 23-27, 2024	
Cluster 6	January 8-12, 2024	

6. The Regional Directors, through the HRDD Chief or NEAP R Focal Persons, are requested to submit an official list of participants using the template in *Enclosure 3* to neap.pdd@deped.gov.ph copy furnished fleura.lorenzo@deped.gov.ph and macecilia.ferraz@deped.gov.ph with subject line **(ENDORSEMENT) Region XX Participants of Capacity-Building Program for RGCs** on or before **September 29, 2023, Friday**.
7. For confirmation of attendance, all participants must register on this link: bit.ly/CapBuildRGCs on or before **October 4, 2023, Wednesday**.
8. The cost of board and lodging of the participants shall be charged against NEAP-PDD HRD funds while travel and other incidental expenses shall be charged to their respective local funds, subject to the usual accounting, budgeting, and auditing procedures.
9. Meals and accommodations are as follows:

MEALS	Day 0 (Mon)	Day 1 (Tues)	Day 2 (Wed)	Day 3 (Thurs)	Day 4 (Fri)
Breakfast		✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snacks	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	

10. For the conduct of the aforementioned activities that will fall on weekends and holidays, the Regional Office and/or Schools Division Office is requested to provide Compensatory Time-Off (CTO) to the participants to compensate for time rendered that is supposed to be for personal use and rest.
11. All participants are required to bring their own laptop, laptop charger, and extension cord as completion of outputs will be accomplished in the venue. Please be reminded as well to bring maintenance medications if you have any.
12. Attached to this memorandum are the following:
- Enclosure 1: List of Participants
 - Enclosure 2: Program Matrix
 - Enclosure 3: Endorsement Letter Template

13. Should you have further questions or clarifications, please contact **Ms. Millie Jane Fudolig, RGC, Rpm**, or **Ms. Fleura Karina Lorenzo** of NEAP-PDD, at the phone number (02) 8715 9919 or via email at millie.fudolig@deped.gov.ph or fleura.lorenzo@deped.gov.ph.
14. Immediate dissemination of and appropriate action on this memorandum is desired.

[NEAP-PDD/Lorenzo]

Enclosure 1: List of Participants

PROGRAM MANAGEMENT TEAM			
NO.	NAME	POSITION	OFFICE
1.	Millie Jane T. Fudolig, RGC, R _{Pm}	SEPS	NEAP-PDD
2.	Ma. Cecilia S. Ferraz	PDO II	NEAP-PDD
3.	Fleura Karina C. Lorenzo	Technical Asst II	NEAP-PDD
4.	Jojet T. Gabriel	Admin Support II	NEAP-PDD
5.	QAD Representative		NEAP-QAD

DATE	ACTIVITY	REGION	NO. OF PARTICIPANTS	VENUE
October 9-13, 2023	CLUSTER 4	I	20	NEAP NCR, MARIKINA
		III	22	
		IV - A	20	
October 23-27, 2023	CLUSTER 5	II	20	
		IV - B	20	
		V	22	
January 8-12, 2024	CLUSTER 6	VI	22	
		VIII	15	
January 22-26, 2024	CLUSTER 1	VII	15	
		IX	16	
		XII	16	
		XIII	15	
February 5-9, 2024	CLUSTER 2	X	25	
		XI	22	
February 19-23, 2024	CLUSTER 3	NCR	25	
		CAR	22	

Enclosure 2: Program Matrix**CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS
NEAP NCR, MARIKINA**

DAY 0 (MONDAY)	
Inclusive Time	Program
ARRIVAL OF PARTICIPANTS	
1:00 pm – 2:00 pm	Registration
2:00 pm – 3:00 pm	Opening Program • National Anthem • Ecumenical Prayer • DepEd QPS • Welcome Remarks • Introduction of Participants • Photo Documentation • Session Norms
3:00 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 4:00 pm	Program Overview
4:00 pm – 4:30 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 0	

DAY 1 (TUESDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 10:00 am	SESSION 1 Module 1: Basic Skills for All Personnel Lecture 1.1 Suicide and the School
10:00 am – 10:30 am	HEALTH BREAK
10:30 am -12:00 pm	Continuation of Lecture 1.1 Suicide and the School
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:30 pm	SESSION 2 Lecture 1.2 How to RACE Against Suicide
2:30 pm – 3:00 pm	HEALTH BREAK
3:00 pm – 4:00 pm	Continuation of Lecture 1.2 How to RACE Against Suicide
4:00 pm – 4:30 pm	Case Simulation

4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 1	

DAY 2 (WEDNESDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 10:00 am	SESSION 3 Module 2: Advanced Skills Prevention for Counselors and Health Staff
10:00 am- 10:30 am	HEALTH BREAK
10:30 am- 12:00 pm	Continuation of Module 2
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 PM – 2:30 pm	SESSION 4 Lecture 2.2 Overview of Suicide Intervention Based on Severity
2:30 pm – 3:00 pm	HEALTH BREAK
3:00 pm – 4:30 pm	Continuation of Lecture 2.2 Overview of Suicide Intervention Based on Severity
4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 2	

DAY 3 (THURSDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 9:30 am	WORKSHOP 5 Basic Counseling
9:30 am – 10:00 am	WORKSHOP 6 Simulation and Feedback
10:00 am – 10:30 am	HEALTH BREAK
10:30 am – 11:00 am	Continuation of Workshop 6 Simulation and Feedback
11:00 am – 12:00 pm	WORKSHOP 7 Referral System
12:00 pm – 1:00 pm	LUNCH BREAK

1:00 pm – 1:30 pm	Continuation of Workshop 7 Referral System
1:30 pm – 2:30 pm	WORKSHOP 8 Professional Counseling Supervision
2:30 pm- 3:00 pm	WORKSHOP 9 Simulation of Counseling Skills on Counseling Supervision
3:00 pm – 3:30 pm	HEALTH BREAK
3:30 pm – 4:30 pm	WORKSHOP 10 Self-Care and Action Plans
4:30 pm – 5:00 pm	End-of-Day Evaluation and Clearing House / Other Reminders
END OF DAY 3	

DAY 4 (FRIDAY)	
Inclusive Time	Program
8:00 am – 8:30 am	Management of Learning • Leveling of Expectations • Program Objectives • Program Matrix • Session Norms
8:30 am – 10:00 am	Introduction of Program Development and Concepts; Steps on Program Development
10:00 am – 10:30 am	HEALTH BREAK
10:30 am – 12:00 pm	Presentation of Guidance Program and Feedback
12:00 pm – 1:00 pm	LUNCH BREAK
1:00 pm – 2:00 pm	CLOSING PROGRAM
HOME SWEET HOME	

Enclosure 3: Endorsement Letter Template

<Regional Office Header>

<Month> <day>, 2023

JENNIFER E. LOPEZ

Director III

Officer-in-Charge, Office of the Director IV

National Educators Academy of the Philippines – Central Office

Dear Dir. Lopez:

Respectfully submitting the list of participants to attend the Capacity-Building Program for Guidance Counselors:

No.	Name	Sex	RO/SDO/ School	Position	DepEd Email
1					
2					
3					
4					
5					

Thank you very much!

Sincerely yours,

<Full Name of Regional Director>

<Position>