



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

SEP 13 2024

No. **0906**, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

TRAINING OF CAREER GUIDANCE PROGRAM CORE TEAM TRAINERS
PHASES 2, 3 AND REGIONAL TRAINING OF TEACHERS
(RTOT)/SCHOOL-BASED TRAINING OF
CAREER ADVOCATES (SBTCA)

1. In reference to the Advisory dated August 27, 2024, the Office of the Assistant Secretary for Operations through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), Curriculum and Teaching-Bureau of Curriculum Development (CT-BCD) and National Educators' Academy of the Philippines (NEAP) shall conduct a Training of Career Guidance Program Core Trainers (Phase 2), Training of Career Guidance Program Core Trainers (Phase 3), and Regional Training of Teachers (RTOT)/School-based Training of Career Advocates (SBTCA).
2. The travel expenses of the participants shall be charged against the Program Support Fund for School Health, Youth Formation Program, and Career Guidance Program Activities downloaded to the SDOs or PSF for Regional Offices Learners Support Program, subject to the usual accounting and auditing rules and regulations.
3. Refer to the attached advisory for other relevant information.
4. Immediate dissemination and compliance with this memorandum are hereby directed.

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

Encl/s.: None

Reference/s: Advisory dated August 27, 2024

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

CAREER GUIDANCE TRAINING PROGRAMS

ESSD/sa
09/9/2024



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2024-09-14040

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1





Republika ng Pilipinas
Department of Education
OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS
BUREAU OF LEARNER SUPPORT SERVICES
School Health Division | School Sports Division | Youth Formation Division

ADVISORY

August 27, 2024

Following the upcoming activities under the Career Guidance Program (CGP), the Office of the Assistant Secretary for Operations (OASOPS) through the Bureau of Learner Support Services-Youth Formation Division (YFD), hereby provides the additional details and information, to wit:

1. The Training of Career Guidance Program (CGP) Core Team Trainers: Phase 2, originally scheduled from **September 2-6, 2024**, has been rescheduled to **September 9-13, 2024**, due to logistical and procurement concerns. It is acknowledged that some participants may have already secured travel arrangements. Rebooking fees incurred may be charged to local funds or the Program Support Funds (PSF) allocated to the respective Region and/or Division.
2. The **venue** of the Training of Career Guidance Program (CGP) Core Team Trainers: Phase 2 and 3, as well as the Regional Training of Teachers (RTot) /School-based Training of Career Advocates (SBTCA) is shown in the table below:

Title of Activity	Date	Venue
Training of Career Guidance Program Core Team Trainers (Phase 2)	September 9-13, 2024	Bayleaf Hotel Governor's Drive, Brgy. Manggahan, General Trias, Cavite
Training of Career Guidance Program Core Team Trainers (Phase 3)	October 21-25, 2024	<i>To be determined</i>
Regional Training of Teachers (RTot) / School-based Training of Career Advocates (SBTCA))	November 25-29, 2024	Respective Regions/ Divisions/Schools

3. All participating regions are **requested to submit their official and complete list of participants** for Phase 2 and 3 Trainings **on or before September 2, 2024, Monday**. The BLSS-YFD would like to reiterate that should the selected RGC in Phase 2 be unavailable on the scheduled date, it may be substituted with the RGC selected for Phase 3.

4. Participants are expected to **arrive** at the venue on the **first day** of the event.
 - Training of CGP Core Team Trainers (Phase 2) - **September 09, 2024**
 - Training of CGP Core Team Trainers (Phase 3) - **October 21, 2024**
5. The first meal shall be served at **lunch** on the *first day* and ends with **morning snacks** on the *last day* of the event.
6. Participants will be billeted in the assigned venues mentioned above. The accommodation period begins on the *first day*, **check-in time** at **5:00 p.m.** and ends on the *last day* of the event, **check-out time** at **12:00 p.m.** Those who will arrive at the venue earlier and/or extending the prescribed dates shall be responsible for the costs of advanced/extended booking for lodging.
7. Any other additional expenses incurred while at the venue, such as long-distance phone calls, personal meal orders outside the venue, and so on, will not be covered by the organizers and must be paid for by the participants.
8. To ensure the participants' health, safety, and well-being, all attendees must adhere to the minimum public health standards and protocols all throughout the activity.
9. Medical needs shall be addressed by the organizers. Expenses in this regard shall be charged against personal funds. For safety and for any emergency, there will be medical staff stationed at the venue and in billeting areas for the entire duration of the event. Should any discomfort, pain, or any medical related uneasiness be felt, please alert the Medical Team for assistance.
10. All traveling expenses of the participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

Furthermore, the **Lead Writers and Core Team Trainers (Phase 1)** are requested to be at the venue at **10:00 a.m.** on the first day of the event for the pre-event orientation and briefing.

For questions or clarifications, please contact the BLSS-YFD, at blss.yfd@deped.gov.ph

For your information and guidance.


DR. DEXTER A. GALBAN
Assistant Secretary for Operations
Office of the Assistant Secretary for Operations

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