



Republic of the Philippines
Department of Education
CARAGA REGION

DECEMBER 10, 2025

REGIONAL MEMORANDUM
No. **1338**, s. 2025

To: Schools Division Superintendents
All Others Concerned

**SUBMISSION OF REPORTS ON THE CONDUCT OF CAREER GUIDANCE
PROGRAM SCHOOL-BASED TRAINING OF CAREER ADVOCATES**

1. In line with the DM-OUGOPS-2025-10-07363, titled *Submission of Reports and Pertinent Documents on the Conduct of Career Guidance Program School-Based Training of Career Advocates for DLI 3.3*, this office requests all divisions focal personnel especially the Youth Formation Development Officer in coordination with the Senior Education Program Specialist (SEPS) HRD, to submit all related SBTCA reports and documents through the following link: <https://11nk.dev/HbHRg> on or before Wednesday, December 10, 2025.
2. The required reports and documents to be submitted are the following:
 - a. Approved correspondences (memorandum, letters, etc.)
 - b. E-copy of signed certificates:
 - For Participants:
 - Certificate of Participation
 - Certificate of Completion (5-day training)
 - Certificate of Recognition (trained and certified-passed the assessment)
 - Certificate of Designation as Career Advocates (to be issued by the Region)
 - For PMTs/TWGs:
 - Certificate of Recognition/Appreciation
 - c. Completion Report using the National Educator's Academy of the Philippines (NEAP) Template (see attached template)
 - d. E-copy of attendance with signature
 - e. Official List of Regional Career Advocates
3. Attached is the DM-OUGOPS-2025-10-07363 for your guidance and reference.
4. For clarifications, please contact with **Analou O. Hermocilla**, Education Program Supervisor, Human Resource Development Division, via email at rneap@deped.gov.ph.

5. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION

Director IV
Regional Director



Encl.: None

Reference: DM- OUGOPS-2025-10-07363

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

PROGRAM TRAINING WORKSHOPS

HRDD/aoH
12/08/2025

	Republic of the Philippines Department of Education DepEd Complex, Meralco Avenue Pasig City 1600	Effectivity Date:	September 20, 2021
		Version No.	1
		Revision No.:	00
		Page No.:	1 of 3
		Reference No.:	CO-NEAP-F032

PROGRAM COMPLETION REPORT

Learning Service Provider:		
LSP Authorization No.:	Expiry Date:	
Contact Person:	Designation:	
Contact No.:	Email Address:	
Program/Course Title:		
PD Recognition No.:	Date of Recognition:	
Date/s of Conduct:		
Venue:		
Total No. of Participants:	Male:	Female:
Executive Summary: <i>May include the program description and its objectives, and the daily proceedings of the conduct of the program.</i>		
M and E Analysis <i>Analysis should include:</i> - Summary of results from the participants' evaluation of the program (level 1) - Summary of Results from the participants' learning of the program (pre/post-test – see Program Completion Report Attachment) <i>Strengths and areas for improvement should be identified in this section</i> <i>*Use separate page if necessary</i>		
General Comments and Issues Encountered <i>In this section make any general comments about the program and identify any issues encountered in relation to:</i> - its delivery - resource persons/ learning facilitators - participants - content of program - delivery strategies - training materials		





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NATIONAL EDUCATORS' ACADEMY OF THE PHILIPPINES

- *its management*
 - *prior to delivery*
 - *during the training proper*

Other issues

Photo Documentation

- *Must be PDF File*
- *5 pictures per day only*
- *Each day should contain descriptions*

Recommendations

In this section discuss any recommendations you may have to improve future programs and for policy actions. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns)

I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-NEAP to investigate the authenticity of all the documents submitted.

I agree that DepEd-NEAP to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Sign off by the Program/Course Manager or its equivalent

P/C Manager:

Signature:

Date:





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

DM-OUGOPS-2025-10-07363

TO : **Regional Directors**
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
Regional and Division Edukasyon sa Pagpapakatao, GMRC and
Values Education Supervisors
NEAP-Regional Focal Persons
Human Resource Development Division Chiefs
School Governance and Operation Division Chiefs
HRD Fund Focal Persons in the Division
School Heads
All Others Concerned

FROM : **MALCOLM S. GARMA**
Undersecretary for Operations



SUBJECT : **SUBMISSION OF REPORTS AND PERTINENT DOCUMENTS ON**
THE CONDUCT OF CAREER GUIDANCE PROGRAM SCHOOL-
BASED TRAINING OF CAREER ADVOCATES FOR DLI 3.3

DATE : November 24, 2025

In consonance with the Department of Education (DepEd)'s commitment with the Asian Development Bank (ADB) under the Secondary Education Support Program (SESP), through the Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD), this Office commends all regions for their continued dedication and commitment in conducting the **School-Based Training for Career Advocates (SBTCA)**.

To ensure that the Department complies with ADB's requirement that 50% of all public secondary schools nationwide shall have at least two (2) teachers trained and certified as Career Advocates (CAs) before the end of this school year, this Office requests all regions, divisions, and concerned focal personnel to submit all related SBTCA reports and documents through the following link: <https://tinyurl.com/SBTCAreports> on or **before Friday, December 12, 2025.**



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Email Address: ouops@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	1 of 2



Certificate No. PNP GM3
22 93 0085

The **required reports and documents** to be submitted are the following:

1. Approved correspondences (i.e., Regional/Division/School Memorandum, letters, etc.)
2. E-copy of signed certificates for the participants, Project Management Teams (PMTs), and Technical Working Group (TWG)
 - a. Participants:
 - Certificate of Participation
 - Certificate of Completion (5-day training)
 - Certificate of Recognition (trained and certified- passed the assessment)
 - Certificate of Designation as Career Advocates (to be issued by the Region)
 - b. PMTs/TWGs
 - Certificate of Recognition/Appreciation
3. Completion Report using the National Educators' Academy of the Philippines (NEAP) Template
4. E-copy of attendance with signature
5. Official List of Regional Career Advocates

For guidance and strict compliance.