



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

July 28, 2025

DIVISION MEMORANDUM

No. 072, s. 2025

**CAREER GUIDANCE PROGRAM SCHOOL-BASED TRAINING
FOR CAREER ADVOCATES (CGP-SBTCA)**

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID/OIC, SGOD
Administrative Officer V, Administrative Section
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

1. Republic Act No. 11206 titled "*Secondary Career Guidance and Counseling Act of 2019*" aims to institutionalize comprehensive career guidance programs in secondary schools across the Philippines. This initiative, led by the Department of Education in partnership with various agencies, seeks to equip learners with the essential skills and knowledge necessary to make informed decisions about their education and career paths aligned with current labor market trends.
2. Relative to this and in accordance with Memorandum DM-OUOPS-2025-11-01492 from the Office of the Undersecretary for Operations and Memorandum HRDD-2025-044, this Office through the School Governance and Operations Division – Human Resource Development Section, under Program Creating Tomorrow's Schools Today: SGOD 360° and Project Quality HRD – TALINO (*Training And Learning Initiatives for NON-teaching and teaching personnel*), will conduct the **Career Guidance Program School-Based Training for Career Advocates (CGP-SBTCA)** on **August 11-15, 2025** at the **SDO Marinduque Conference Hall, Malusak, Boac, Marinduque**.
3. This learning and development activity aims to capacitate designated Career Advocates in secondary schools with the necessary knowledge, skills, and tools to effectively implement a comprehensive, inclusive, and data-driven Career Guidance Program that supports learners in making informed decisions about their education and career pathways. Specifically, it aims to:
 - a. deepen understanding of Republic Act No. 11206 and strengthen awareness of the institutional roles, standards, and processes involved in implementing the Career Guidance Program in DepEd schools;
 - b. equip participants with practical knowledge and tools for learner profiling, career coaching, and the integration of labor market information into school-based career guidance activities; and



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- c. develop contextualized Career Guidance Implementation Plans that are inclusive, gender-responsive, and aligned with the needs of learners and trends in the local and national labor market.
4. Furthermore, the CGP-SBTCA is based on DepEd's commitment to the Asian Development Bank (ADB) under the Secondary Education Support Program (SESP), which ensures that at least 50% of DepEd secondary schools have two trained, certified, and designated Career Advocates (Cas), preferably one male and one female.
5. Participants in this activity are select public secondary school teachers from 25 secondary schools in the Division. **They, together with the trainers and members of the Program Management Team, are required to accomplish the profile of participants on or before August 13, 2025 5:00PM through bit.ly/CGPSBTCAParticipant2025.** Any corrections in name, position, and/or official station shall be made by the participant in their accomplished profiles.
6. Participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity. In addition, they are expected to come in smart casual attire or work uniform in accordance with Division Memorandum No. 068-A s. 2023.
7. **To ensure seamless execution and quality of training, no replacement or representative shall be allowed unless deemed valid by the Schools Division Superintendent.** Participants who cannot participate in the training due to various reasons must submit a letter, through the OSDS-Records Unit, addressed to the Schools Division Superintendent, Attn: SGOD-Human Resource Development Section, indicating their reasons for non-participation and the name of their alternate at least a day before the scheduled training.
8. **This learning and development activity is a Continuing Professional Development (CPD) accredited program, with 15 CPD Credit Units, by the Professional Regulation Commission (PRC) – Council for Professional Teachers with Accreditation Number PTR-2024-688-9056. Hence, participants, trainers, and members of the Program Management Team, who are Licensed Professional Teachers (LPT), shall accomplish the registration form on or before August 13, 2025 through bit.ly/SBTCARegistrationCPD2025.** Failure to register before the deadline may result in the non-issuance of applicable CPD credit units.
9. This learning and development activity shall follow the program monitoring and evaluation guidelines and tools stipulated in DepEd Memorandum No. 44, s. 2023 titled "*Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs.*" Consequently, the following mechanisms shall be applied:

a. Monitoring and Evaluation (M&E)

Level 1 (Reaction) – End-of-Day Evaluation

Level 2 (Learning) – Pretest and Posttest

Level 3 (Behavior) – Submission of Workplace Application Plan (WAP) or Career Guidance Implementation Plan

Level 4 (Results) – Increased Learner Participation in Career-Related Activities and More Informed Education and Career Decisions



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b. Issuance of Certificate of Participation

A Certificate of Participation shall be issued upon completion of the training as well as submission of the required outputs. This certificate shall indicate the total number of hours rendered in the training as well as the PPST covered.

c. Issuance of Certificate of Completion

A Certificate of Completion shall be issued upon submission of the finalized Workplace Application Plan and Accomplishment Report signed by the Schools Division Superintendent. Additional requirements include:

1. 85% passing rate in the posttest;
2. complete attendance in the training;
3. complete evaluation in the training; and
4. complete submission of outputs in the training.

10. DepEd Order No. 9, s. 2005, otherwise known as "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith," shall strictly be observed during the conduct of the training. School heads are expected to employ necessary strategies to avoid the disruption of classes.

11. Meals and training supplies of participants, trainers, and members of the Program Management Team shall be charged to SubARO RO-4B-25-00550, subject to existing accounting and auditing rules and regulations. Meanwhile, travel expenses of participants shall be charged to school local funds and other fund sources intended for training, subject to existing accounting and auditing rules and regulations.

12. The following documents are enclosed for reference:

- a. Enclosure 1: List of Participants
- b. Enclosure 2: List of PMT Members and Trainers
- c. Enclosure 3: Terms of Reference
- c. Enclosure 4: Activity Matrix

13. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

14. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: As stated
References: As stated

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

CERTIFICATION
MONITORING AND EVALUATION

JUNIOR HIGH SCHOOL
TRAINING PROGRAMS

/SGOD-HRDS-KDA



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LIST OF PARTICIPANTS*Career Guidance Program School-Based Training for Career Advocates (CGP-SBTCA)*

NAME	POSITION	SCHOOL/OFFICE
1. Wenie N. Riego	Master Teacher I	Marinduque NHS
2. May Ann P. Maniquez	Master Teacher I	
3. Sonny L. Cruzado	Teacher III	Ilaya NHS
4. Marjorie Ann L. Calda	Teacher II	
5. Orlan Lloyd T. Landoy	Teacher II	Cawit NCHS
6. Reyann L. Malamig	Teacher I	
7. Edson R. Sapungan	Master Teacher I	Bangbang NHS
8. Rimalyn L. Sabida	Teacher III	
9. Donald M. Sadian	Teacher I	Bognuyan NHS
10. Marjorie N. Mirafuente	Teacher II	
11. Lyamar Joy F. Olivar	Teacher II	Tapuyan NHS
12. Cherry S. Jandusay	Teacher II	
13. Earvin L. Jinang	Teacher II	Tiguion NHS
14. Elizabeth S. Morales	Teacher III	
15. Mark E. Ricohermoso	Teacher III	Buenavista NHS
16. Chanda May F. Garcia	Teacher III	
17. Ricardo S. Solas	Teacher II	Yook NHS
18. Honeylette N. Sager	Teacher II	
19. Belford P. Jalac	Teacher I	Argao NHS
20. Rosenie R. Olveda	Teacher I	
21. William M. Malabana	Teacher III	Balanacan NHS
22. Jenny M. Tatierra	Teacher III	
23. John Paul Rabi	Teacher III	Mogpog NCHS
24. Rhia J. Galloniga	Teacher II	
25. Mariel L. Malpal	Teacher I	Sayao NHS
26. Angelina M. Laguio	Teacher III	
27. Cheryl L. De Mesa	Teacher II	Makapuyat NHS
28. Asuncion A. Ordillano	Teacher III	
29. Maribeth R. Roldan	Teacher III	Tagum NHS
30. Ana Marie M. Roldan	Teacher I	
31. Richard M. Mascareñas	Teacher III	Dolores NHS
32. Melinda R. Baltazar	Teacher III	
33. Joseph L. Lozanta	Teacher III	Ipil NHS
34. Josephine V. De Ramos	Teacher III	
35. Aljhon Mansalapus	Teacher III	Landy NHS
36. Irene Paradero	Teacher III	
37. Ruel E. Rolle	Teacher II	Kilo-Kilo NHS
38. Evelyn F. Alandy	Teacher I	

39. Joseph Ricafrente	Teacher II	Matalaba NHS
40. Emalyn Q. Mataac	Teacher II	
41. Ganny Rey M. Macdon	Teacher III	Malibago NHS
42. Marijcel R. Sadim	Teacher III	
43. Dennis P. Rosas	Teacher III	Matuyatuya NHS
44. Lucita E. Pilar	Teacher II	
45. Jay-Ar M. Batas	Teacher III	Poctoy NHS
46. Cherry Ann M. Dumaran	Teacher I	
47. Arnel L. Curiba	Teacher III	Sibuyao NHS
48. Grecilda L. Pamfilo	Teacher I	
49. Reynaldo R. Magdalita	Teacher II	Tigwi NHS
50. Marianne P. Rondera	Teacher I	

LIST OF PMT MEMBERS AND TRAINERS

Career Guidance Program School-Based Training for Career Advocates (CGP-SBTCA)

NAME	POSITION	OFFICE	ROLE
1. Kyle David V. Atienza	Senior Education Program Specialist	SGOD	Program Manager
2. Dr. Nestor T. Rualo	Education Program Supervisor	CID	Learning Manager
3. Dr. Fretzie P. Alcantara	Senior Education Program Specialist	SGOD	M&E Officer
4. Ruby M. Tan	Administrative Officer IV	OSDS	Logistics Officer
5. Josefina P. Brual	Project Development Officer I	SGOD	Secretariat
6. Glaiza T. Palatino	Project Development Officer I	SGOD	Documenter
7. Fatima M. Villanueva	Administrative Assistant II	SGOD	Documenter
8. Alma Teresa B. Del Mundo	Guidance Counselor III	SDO Marinduque	Lead Trainer
9. Floyd Socrates	Guidance Counselor III	SDO Puerto Princesa City	Trainer
10. Maria Aiza A. De Leon	Guidance Counselor I	SDO Calapan City	Trainer
11. Ma. Cecilia M. Guimera	Guidance Counselor II	SDO Calapan City	Trainer

TERMS OF REFERENCE

Career Guidance Program School-Based Training for Career Advocates (CGP-SBTCA)

ROLE	DUTIES AND FUNCTION
<ul style="list-style-type: none"> Program Manager 	<ul style="list-style-type: none"> Oversees the implementation of the entire program Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards Orients the PMT and the resource persons/subject-matter experts on their terms of reference and the details of the program design Leads in conducting debriefing with the PMT and resource speakers/subject-matter experts Prepares the CPD documents for submission to the PRC through the NEAP-R Leads in crafting the Program Completion Report.
<ul style="list-style-type: none"> Learning Manager 	<ul style="list-style-type: none"> Ensures that the program is carried out based on detailed design in collaboration with the resource persons/subject-matter experts Prepares and maintains a conducive learning environment by addressing emerging learning needs Assists in conducting debriefing with the PMT and resource speakers/ subject matter experts in the session room Ensures submission of outputs of participants in the session room is tracked Checks that session rooms are always ready for use and conducive to learning
<ul style="list-style-type: none"> M&E Officer 	<ul style="list-style-type: none"> Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. Assists the HRD in administering and analyzing the results of Level 2 evaluation Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
<ul style="list-style-type: none"> Documenter 	<ul style="list-style-type: none"> Documents the proceedings of the learning sessions using the prescribed documentation template Takes photos of the different parts of the program delivery Serves as master of ceremony
<ul style="list-style-type: none"> Secretariat 	<ul style="list-style-type: none"> Attends to registration needs of learners Ensures that learners fill up attendance sheets every day Ensures that learners fill up the acknowledgment forms and meal attendance Assists in the distribution of learning materials and supplies Assists in posting and collecting of session outputs Compiles session documents and learning resource materials

<ul style="list-style-type: none"> • Logistics Officer 	<ul style="list-style-type: none"> • Ensures the quality, adequacy, and availability of facilities, equipment supplies and materials, vehicles, and other resources to support the successful implementation of the program • Leads ocular inspection of venues to ensure adherence to standards and specifications • Checks that session rooms are always ready for use and conducive to learning
<ul style="list-style-type: none"> • Resource Speaker 	<ul style="list-style-type: none"> • Applies effective presentation and facilitation techniques in conducting assigned sessions • Provides expert content input during learning sessions

ACTIVITY MATRIX

Career Guidance Program School-Based Training for Career Advocates (CGP-SBTCA)

Date and Time	Duration	Topic / Activity	Person/s Responsible
Day 1 August 11, 2025			
8:00AM-12:00PM	240mins	Registration of the Participants	Program Management Team
12:00-1:00PM	60 mins	Lunch Break	
1:00-2:00PM	60 mins	Opening Program: <ul style="list-style-type: none"> • Philippine National Anthem • Ecumenical Prayer • Acknowledgement of Participants • Messages • Activity Matrix and Objectives • M and E Mechanism • Photo Documentation • Reminders • Leveling of Expectations • Pre-Test 	Program Management Team
2:00-3:00PM	60 mins	Plenary 1: YFP CGP Introduction	Resource Speaker
3:00-3:15PM	15 mins	Health Break	
3:15-4:30PM	75 mins	Plenary 2: Overview of Career Guidance Program	Resource Speaker
4:30-4:45PM	15 mins	Daily Evaluation	Program Management Team
4:45-5:00PM	15 mins	PMT Debriefing	Program Management Team
Day 2 August 12, 2025			
8:00-8:30AM	30 mins	Management of Learning	Program Management Team
8:30-10:00AM	90 mins	Session 1: Guidance: Principles, Goals, and other related concepts	Resource Speaker
10:00-10:15AM	15 mins	Health Break	
10:15AM-12:00PM	105 mins	Session 2: Guidance Service and Clientele	Resource Speaker
12:00-1:00PM	60 mins	Lunch Break	
1:00-2:15PM	75 mins	Session 3: The History of Career Guidance	Resource Speaker
2:15-3:00PM	45 mins	Session 4: Career Education in the Context of Guidance	Resource Speaker

3:00-3:15PM	15 mins	Health Break	
3:15-3:45PM	30 mins	Session 4: Career Education in the Context of Guidance (cont.)	Resource Speaker
3:45-4:45PM	60 mins	Session 5: Theories for Career Choice and Development	Resource Speaker
4:45-5:00PM	15 mins	Daily Evaluation	Program Management Team
5:00-5:15PM	15 mins	PMT Debriefing	Program Management Team
Day 3 August 13, 2025			
8:00-8:30AM	30 mins	Management of Learning	Program Management Team
8:30-10:00AM	90 mins	Session 6: Legal Bases of Career Guidance in the Philippines	Resource Speaker
10:00-10:15AM	15 mins	Health Break	
10:15AM-12:00PM	105 mins	Session 7: The Career Advocate	Resource Speaker
12:00-1:00PM	60 mins	Lunch Break	
1:00-2:30PM	90 mins	Session 8: Linkage Development	Resource Speaker
2:30-3:00PM	30 mins	Session 9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System	Resource Speaker
3:00-3:30PM	30 mins	Health Break	
3:30-4:20PM	50 mins	Session 9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System (cont.)	Resource Speaker
4:20-4:35PM	15 mins	Daily Evaluation	Program Management Team
4:35-5:00PM	25 mins	PMT Debriefing	Program Management Team
Day 4 August 14, 2025			
8:00-8:30AM	30 mins	Management of Learning	Program Management Team
8:30-10:00AM	90 mins	Session 10: Guidance Service as Delivery System	Resource Speaker
10:00-10:15AM	15 mins	Health Break	
10:15-12:00PM	105 mins	Session 10: Guidance Service as Delivery System (cont.)	Resource Speaker
12:00-1:00PM	60 mins	Lunch Break	
1:00-3:00PM	120 mins	Session 11: Co-curricular Activities as Delivery System	Resource Speaker

3:00-3:15PM	15 mins	Health Break	
3:15-4:30PM	75 mins	Session 12: DO No. 30 s. 2017 (Guidelines for Work Immersion) and DO No. 39 s. 2018 (Clarification and Additional Information to DO No. 30 s. 2017)	Resource Speaker
4:30-4:45PM	15 mins	Daily Evaluation	Program Management Team
4:45-5:00PM	15 mins	PMT Debriefing	Program Management Team
Day 5 August 15, 2025			
8:00-8:30AM	30 mins	Management of Learning	Program Management Team
8:30-10:00AM	90 mins	Plenary 3: WAP Orientation	Resource Speaker
10:00-10:15AM	15 mins	Health Break	
10:15-11:00AM	45 mins	Presentation and Critiquing of WAP	All Resource Speakers
11:00AM-12:00PM	60 mins	Closing Program: <ul style="list-style-type: none"> ● Closing Ecumenical Prayer ● Insights/Impression ● Statement of Challenge ● Giving of Certificates ● Reminders ● Closing Remarks 	Program Management Team
12:00-1:00PM	60 mins	Lunch	
1:00-1:15PM	15 mins	Daily Evaluation	Program Management Team
1:15-1:30PM	25 mins	PMT Debriefing	Program Management Team