



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE, CARAGA
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MAY 7 2025

REGIONAL MEMORANDUM

No. 470, s. 2025

To: Schools Division Superintendents
All Others Concerned

**CAPACITY BUILDING FOR CAREER GUIDANCE ADVOCATES ON THE
IMPLEMENTATION OF CAREER GUIDANCE PROGRAM**

1. Republic Act No. 10533, known as the "Enhanced Basic Education Act of 2013," mandates the State to establish a functional basic education system aimed at developing productive and responsible citizens with essential competencies, skills, and values for higher education, middle-level skills development, employment, entrepreneurship, and lifelong learning. In response to this mandate, the Department of Education (DepEd) has implemented the Career Guidance Program (CGP). This program is designed to help students make informed career choices and prepare for their future careers. The CGP is supervised and managed by three strands: Operations through the Bureau of Learners Support Services-Youth Formation Division (BLSS-YFD), Curriculum and Teaching through the Bureau of Curriculum Development (CT-BCD), and Human Resource and Organizational Development through the National Educators' Academy of the Philippines (NEAP). These strands work together specifically for the training and assessment of career advocates.

To achieve the goal of having Career Advocates in public secondary schools, the DepEd, through its three bureaus, is taking a strategic first step by implementing the Career Guidance Program Training. This training will be conducted through the School-Based Training of Career Advocates (SBTCA), as detailed in Memorandum DM-OASOPS-2024-11-604.

2. The training aims to equip teachers with the necessary skills and knowledge to effectively guide our learners in their career choices, ensuring that every school has a dedicated advocate to support learners' career development.

3. Participants in this activity are all Secondary School teachers assigned the Career Guidance Program. After completing the training and passing the Career Advocates Assessment, they will be designated as Career Advocates (CAs) and tasked with implementing Career Guidance Program activities. According to DepEd Order 05, s. 2024, "Rationalization of Teachers Workload in Public Schools and Payment of Teaching Overload," the CGP is recognized as a teaching-related assignment.

4. Each secondary school may send one participant only. Larger schools may send, up to two participants preferably one male and one female, subject to the division's allocated slots as detailed in Enclosure 1.



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5. Training costs for meals as well as supplies for participants shall be charged to the Program Support Funds (PSF) from Human Resource Training and Development (HRTD) Funds downloaded to the Schools Division Offices. In cases of budget deficiencies, travel expenses, and other incidental expenses can be charged to HRTD funds available at the ROs and SDOs or other local funds. While travel expenses, meals, and accommodation of trainers shall be charged to HRTD Funds downloaded to their respective Schools Division Office. The utilization of funds herein shall be in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.
6. Registered Guidance Counselors (RGCs) previously trained and assessed by BLSS-YFD will serve as trainers. The names of trainers for each class are listed in Enclosure 1.
7. The training will be held in schools premises or the nearest accessible - venue. Schools Division Offices may collaborate with their respective Local Government Units (LGUs), the Local Department of Labor and Employment (DOLE), and other stakeholders to secure appropriate venues.
8. The training program has been reviewed and certified by NEAP. Implementers must strictly adhere to the approved content and are not permitted to modify or add topics. Compliance with DepEd Memorandum No. 44, s. 2023 is mandatory.
9. Any changes to the training dates listed in Enclosure 1 must be coordinated with the Regional Office for appropriate action.
10. Only participants who complete the CGP training will be eligible for online assessment via Google Form or MS Form, with the link provided on the last day of the 5-day training. The assessment is scheduled for the following Saturday afternoon from 2:00 p.m. to 3:00 p.m. The lead trainer will facilitate the assessment in coordination with NEAP-R.
11. All participants who passed the assessment test will earn Continuing Professional Development (CPD) points through PRC-accredited training. NEAP-R shall facilitate the application process and requirements.
12. The Human Resource Development Section (HRDS), in collaboration with the Curriculum Implementation Division (CID), School Governance Operation Division (SGOD), other concerned offices, and involved School Heads shall prepare the school-based training implementation plan for review and approval by the Schools Division Superintendent.

13. HRDS will also prepare the necessary documents for the approval and implementation of the school-based training and submit the consolidated completion report to NEAP-R/HRDD.

14. Enclosed is the DepEd Memorandum-OASOPS-2024-11-604 for guidance and reference.

15. For inquiries and concerns related to this training, please contact Analou O. Hermocilla, EPS, HRDD at analou.hermocilla@deped.gov.ph.

16. In compliance to the provision of Regional Order No. 16, s. 2019, otherwise known as the DepEd Caraga Equal Opportunity Principle (EOP) Policy, all expected participants are selected regardless of sex, gender, age, civil status, physical attributes, religion, belief, creed, race, family background, political affiliation, socio-economic status or any other legally protected characteristics.

17. Immediate dissemination of this Memorandum is desired.


MARIA INES C. ASUNCION
Director IV
Regional Director 

Encl.: As stated

Reference: Memorandum DM-OASOPS-2024-11-604

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

PROGRAMS TRAINING WORKSHOP

HRDD/aoh
04/30/2025

Enclosure 1 of RM 0470 s. 2025

NUMBER OF PARTICIPANTS PER DIVISION

Office	Number of Participants	Suggested Training Dates
Agusan del Norte	51	June 30 to July 4, 2025
Butuan City	55	
Bayugan City	16	
Cabadbaran City	16	
Dinagat Islands	36	July 7 to 11, 2025
Siargao	27	
Surigao City	23	
Surigao del Norte	42	
Agusan del Sur	122	July 14 to 18, 2025
Bislig City	21	
Surigao del Sur	121	July 21 to 25, 2025
Tandag City	11	

LIST OF TRAINERS

GROUP/CLASS	NAME	DIVISION
Group A - Class 1	Indira Lacre	Butuan City
	Kristine Mangyan	Surigao City
	Nancy Caballero	Butuan City
Group A - Class 2	Maribel Salvadico	Agusan del Sur
	Gil Ducena	Agusan del Norte
	Maryline Basillo	Agusan del Norte
	Doris Cabarubias	Agusan del Norte
Group B - Class 1	Ivy Cullamat	Surigao del Sur
	Jocelyn Basnillo	Cabadbaran City
	Herlyn Asis	Bayugan City
Group B - Class 2	Lucille Menor	Surigao del Norte
	Ronilo Osigan	Surigao del Norte
	Roxanne Tuazon	Butuan City
	Generuth Bagaforo	Butuan City