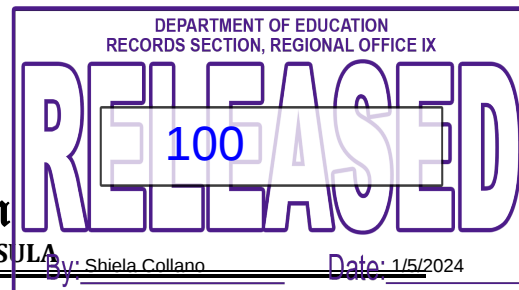




Republic of the Philippines  
**Department of Education**  
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



**Office of the Regional Director**

**ADVISORY NO. 100 s. 2024**

January 4, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013  
this advisory is issued not for endorsement per DO No. 28, s. 2001 but only for the  
information of DepEd officials, personnel/staff, as well as the concerned public.  
(Visit [www.depedro9.info](http://www.depedro9.info))

**CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS**

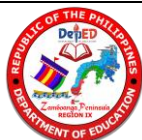
This is in reference to DM-OUHROD-2023-1307 signed by Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development dated September 15, 2023. The Capacity-Building program will start on January 22-26, 2024 at NEAP NCR, Marikina City.

Inviting your attention on paragraph 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.

Anent to this, NEAP CO will not allow any participant to attend the Capacity-Building Program for Guidance Counselors who aren't Registered Guidance Counselors.

Please refer to attached documents for your perusal and guidance.

ORD-NEAP R-RA-2024-00  
ABT



**Address:** President Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City 7016  
**Website:** [www.depedro9.net](http://www.depedro9.net); [www.ro9-deped.com](http://www.ro9-deped.com)  
**Email:** [region9@deped.gov.ph](mailto:region9@deped.gov.ph)



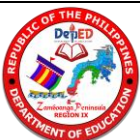
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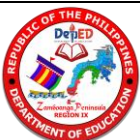
**Address:** President Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City 7016  
**Website:** [www.depedro9.net](http://www.depedro9.net); [www.ro9-deped.com](http://www.ro9-deped.com)  
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Republika ng Pilipinas  
**Department of 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<br><br>Address: #20 Cepeda St.,<br>Concepcion,<br>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](mailto:neap.pdd@deped.gov.ph) copy furnished [fleura.lorenzo@deped.gov.ph](mailto:fleura.lorenzo@deped.gov.ph) and [macecilia.ferraz@deped.gov.ph](mailto: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](https://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<br>(Mon) | Day 1<br>(Tues) | Day 2<br>(Wed) | Day 3<br>(Thurs) | Day 4<br>(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](mailto:millie.fudolig@deped.gov.ph) or [fleura.lorenzo@deped.gov.ph](mailto: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, <i>RGC, R<sub>Pm</sub></i> | 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<br>9-13, 2023   | CLUSTER 4 | I      | 20                  | NEAP NCR,<br>MARIKINA |
|                         |           | III    | 22                  |                       |
|                         |           | IV - A | 20                  |                       |
| October<br>23-27, 2023  | CLUSTER 5 | II     | 20                  |                       |
|                         |           | IV - B | 20                  |                       |
|                         |           | V      | 22                  |                       |
| January<br>8-12, 2024   | CLUSTER 6 | VI     | 22                  |                       |
|                         |           | VIII   | 15                  |                       |
| January<br>22-26, 2024  | CLUSTER 1 | VII    | 15                  |                       |
|                         |           | IX     | 16                  |                       |
|                         |           | XII    | 16                  |                       |
|                         |           | XIII   | 15                  |                       |
| February<br>5-9, 2024   | CLUSTER 2 | X      | 25                  |                       |
|                         |           | XI     | 22                  |                       |
| February<br>19-23, 2024 | CLUSTER 3 | NCR    | 25                  |                       |
|                         |           | CAR    | 22                  |                       |

## ***Enclosure 2: Program Matrix***

### **CAPACITY-BUILDING PROGRAM FOR GUIDANCE COUNSELORS NEAP NCR, MARIKINA**

| <b>DAY 0 (MONDAY)</b>          |                                                                                                                                                                                                                                                          |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inclusive Time</b>          | <b>Program</b>                                                                                                                                                                                                                                           |
| <b>ARRIVAL OF PARTICIPANTS</b> |                                                                                                                                                                                                                                                          |
| 1:00 pm – 2:00 pm              | Registration                                                                                                                                                                                                                                             |
| 2:00 pm – 3:00 pm              | Opening Program <ul style="list-style-type: none"><li>• National Anthem</li><li>• Ecumenical Prayer</li><li>• DepEd QPS</li><li>• Welcome Remarks</li><li>• Introduction of Participants</li><li>• Photo Documentation</li><li>• Session Norms</li></ul> |
| 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<br>Clearing House / Other Reminders                                                                                                                                                                                            |
| <b>END OF DAY 0</b>            |                                                                                                                                                                                                                                                          |

| <b>DAY 1 (TUESDAY)</b> |                                                                                                                                                                                 |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inclusive Time</b>  | <b>Program</b>                                                                                                                                                                  |
| 8:00 am – 8:30 am      | Management of Learning <ul style="list-style-type: none"><li>• Leveling of Expectations</li><li>• Program Objectives</li><li>• Program Matrix</li><li>• Session Norms</li></ul> |
| 8:30 am – 10:00 am     | <b>SESSION 1</b><br><b>Module 1:</b> Basic Skills for All Personnel<br>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<br>Suicide and the School                                                                                                                           |
| 12:00 pm – 1:00 pm     | LUNCH BREAK                                                                                                                                                                     |
| 1:00 pm – 2:30 pm      | <b>SESSION 2</b><br>Lecture 1.2 How to RACE<br>Against Suicide                                                                                                                  |
| 2:30 pm – 3:00 pm      | HEALTH BREAK                                                                                                                                                                    |
| 3:00 pm – 4:00 pm      | Continuation of Lecture 1.2<br>How to RACE Against Suicide                                                                                                                      |
| 4:00 pm – 4:30 pm      | Case Simulation                                                                                                                                                                 |

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

| <b>DAY 2 (WEDNESDAY)</b> |                                                                                                                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inclusive Time</b>    | <b>Program</b>                                                                                                                                                                       |
| 8:00 am – 8:30 am        | Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul> |
| 8:30 am – 10:00 am       | <b>SESSION 3</b><br><b>Module 2:</b> Advanced Skills<br>Prevention for Counselors and<br>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        | <b>SESSION 4</b><br>Lecture 2.2 Overview of Suicide<br>Intervention Based on Severity                                                                                                |
| 2:30 pm – 3:00 pm        | HEALTH BREAK                                                                                                                                                                         |
| 3:00 pm – 4:30 pm        | Continuation of Lecture 2.2<br>Overview of Suicide Intervention<br>Based on Severity                                                                                                 |
| 4:30 pm – 5:00 pm        | End-of-Day Evaluation and<br>Clearing House / Other Reminders                                                                                                                        |
| <b>END OF DAY 2</b>      |                                                                                                                                                                                      |

| <b>DAY 3 (THURSDAY)</b> |                                                                                                                                                                                      |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inclusive Time</b>   | <b>Program</b>                                                                                                                                                                       |
| 8:00 am – 8:30 am       | Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul> |
| 8:30 am – 9:30 am       | <b>WORKSHOP 5</b><br>Basic Counseling                                                                                                                                                |
| 9:30 am – 10:00 am      | <b>WORKSHOP 6</b><br>Simulation and Feedback                                                                                                                                         |
| 10:00 am – 10:30 am     | HEALTH BREAK                                                                                                                                                                         |
| 10:30 am – 11:00 am     | Continuation of Workshop 6<br>Simulation and Feedback                                                                                                                                |
| 11:00 am – 12:00 pm     | <b>WORKSHOP 7</b><br>Referral System                                                                                                                                                 |
| 12:00 pm – 1:00 pm      | LUNCH BREAK                                                                                                                                                                          |

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

| <b>DAY 4 (FRIDAY)</b>  |                                                                                                                                                                                      |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inclusive Time</b>  | <b>Program</b>                                                                                                                                                                       |
| 8:00 am – 8:30 am      | Management of Learning <ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Program Objectives</li> <li>• Program Matrix</li> <li>• Session Norms</li> </ul> |
| 8:30 am – 10:00 am     | Introduction of Program<br>Development and Concepts;<br>Steps on Program Development                                                                                                 |
| 10:00 am – 10:30 am    | HEALTH BREAK                                                                                                                                                                         |
| 10:30 am – 12:00 pm    | Presentation of Guidance<br>Program and Feedback                                                                                                                                     |
| 12:00 pm – 1:00 pm     | LUNCH BREAK                                                                                                                                                                          |
| 1:00 pm – 2:00 pm      | <b>CLOSING PROGRAM</b>                                                                                                                                                               |
| <b>HOME SWEET HOME</b> |                                                                                                                                                                                      |

**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/<br>School | Position | DepEd Email |
|-----|------|-----|-------------------|----------|-------------|
| 1   |      |     |                   |          |             |
| 2   |      |     |                   |          |             |
| 3   |      |     |                   |          |             |
| 4   |      |     |                   |          |             |
| 5   |      |     |                   |          |             |

Thank you very much!

Sincerely yours,

**<Full Name of Regional Director>**

**<Position>**