



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

July 10, 2025

DIVISION MEMORANDUM

No. 181, s.2025

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

- TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Concerned Secondary School Heads
Concerned Guidance Councilors and GC-Designate
All Others Concerned
1. Corollary to Republic Act No. 11206 also known as the *Secondary Career Guidance and Counseling Act of 2019*, and in accordance with DepEd Memoranda **DM-OUOPS-2025-11-01492** and **DM-OASOPS-2024-11-604**, this Office through the School Governance and Operations Division will conduct the **Career Guidance Program - School-Based Training for Career Advocates (CGP-SBTCA)** on August 18-22, 2025 at a venue to be announced in a separate advisory.
 2. This training is designed to capacitate appointed career advocates with the essential knowledge, tools, and strategies to effectively deliver the Career Guidance and Counseling Program (CGCP) in secondary schools.
 3. The training materials, implementation guidelines, and session plans have been standardized and sourced from the DepEd Region V to ensure consistency and quality throughout the division.
 4. The list of participants and the Project Management Team with their Terms of Reference are attached in this Memorandum.
 5. Expenses incurred in this training shall be charged to CGP-SBTCA Fund (SUB-ARO: OSEC-5-25-02492) and HRTD Fund while the travelling expenses incurred by the participants shall be charged to School MOOE/Local Funds subject to existing accounting and auditing rules and regulations.
 6. For information, guidance, and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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EXECUTIVE COMMITTEE

JOSE L. DONCILLO, CESO V
Schools Division Superintendent
CHAIRPERSON

CHERYLL V. BERMUDO, CESE
Assistant Schools Division Superintendent
CO-CHAIRPERSON

GINA Q. TAROG, PhD
CID Chief

JOHN REY J. PEREZ
SGOD Chief

Project Management Team

Role	Terms of Reference	Office/Unit for National Implementation of PD Programs	Office/Unit for Field Implementation of PD Programs
a. Program Manager	<ul style="list-style-type: none">i. Oversees the implementation of the entire program.ii. Organizes the PMT to ensure that all processes are carried out and output delivered according to standards.iii. Orients the PMT and the resource persons/subject-	<p>SGOD</p> <p>CID</p>	<p>Francis Roy A. Cadag Project Development Officer I</p> <p>and</p> <p>Johnberk B. Evasco Principal III</p>



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	<p>iv. 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.</p>		
<p>b. Learning Manager</p>	<p>i. Leads the conduct of the program per session room.</p> <p>ii. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts.</p> <p>iii. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs.</p> <p>iv. Facilitates management of</p>	<p>SGOD</p> <p>CID</p>	<p>John Rey J. Perez SGOD Chief</p> <p>Gina Q. Tarog CID Chief</p>



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	v. Facilitates learning activities as scheduled and as needed. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan.		
	vi. Ensures that the pre-assessment is administered.		
	vii. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator.		
	viii. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.		
c. NEAP Focal Person	i. Ensures that training complies	SGOD	Bernadette R. Bedis SEPS - HRD



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	<ul style="list-style-type: none"> ii. Assists in the conduct of the debriefing. iii. Assigns specific roles and responsibilities such as learning Process Observers, Class Managers, Monitoring and Evaluation Team, and Documenters. iv. Ensures that Resource Persons are properly introduced using the CV provided. v. Attends to participants' needs through other members of the PMT. vi. Ensures proactive support to the RPs 		
d. Resource Speaker / Subject-matter	<ul style="list-style-type: none"> i. Applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provides expert content input during learning sessions. 		<p>Jodie Marie R. Jadie Renelyn Imperial Romela Alcantara Aubrey S. Pili Teresa Buena Kurt Essa Rastrullo Desiree Boncasas Joy Igdanes</p>



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e. Process Observer	<ul style="list-style-type: none">i. Monitors the flow and dynamics of the training process.ii. Observes participant engagement and interaction.iii. Takes notes of group dynamics (e.g. participation equity, communication barriers).iv. Identifies any issues in time management facilitation or training delivery.v. Provides feedback to the facilitators after sessions to improve future activities.	SGOD	Leah H. Peran SEPS - SMME
f. M&E Coordinator	<ul style="list-style-type: none">i. Leads in the conduct of the orientation of the M and E tool.ii. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the Program Management Team (PMT).iii. Assists the Program Manager in accomplishing	SGOD	Leah H. Peran SEPS - SMME



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	<p>the Program Delivery Readiness Checklist.</p> <p>iv. Applies process observation and prescribed tools to monitor and evaluate program delivery.</p> <p>v. Administers and analyzes the results of Level 1 evaluation which is to be presented during the debriefing.</p> <p>vi. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation.</p> <p>vii. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.</p>		
g. Secretariat / Documenter	<p>i. Documents the proceedings of the learning sessions using the prescribed documentation template.</p> <p>ii. Takes photos of the different parts</p>	<p>SGOD</p> <p>ICT Unit</p> <p>Admin. Office</p>	<p>Allan Ordonez Project Development Officer I</p> <p>Nikka G. Escote Administrative Staff II</p> <p>Ma. Patricia D. Martires Administrative Officer II</p> <p>Laarne Espaldon Administrative Officer II</p>



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	<p>of the program delivery.</p> <p>iii. Attends registration needs of the participants</p> <p>iv. Ensures that learners fill out attendance sheets every day.</p> <p>v. Prepare directory of participants based on registration forms.</p> <p>vi. Assists in the distribution of training materials and other training supplies.</p> <p>vii. Assists in posting and collecting session outputs.</p> <p>viii. Complies session documents and learning resource materials.</p>	<p>CID</p>	<p>Joffre A. Mirandilla Principal III</p>
<p>h. Class Manager</p>	<p>i. Ensures that there are energizers in between sessions</p> <p>ii. Supports the smooth conduct of training sessions.</p> <p>iii. Coordinates logistics (e.g. seating arrangements, materials distribution).</p> <p>iv. Prepares and sets up necessary hardware and</p>	<p>CID</p> <p>SGOD</p>	<p>Marianne Z. Arines Public Schools District Supervisor</p> <p>and</p> <p>Francis Roy A. Cadag Project Development Officer I</p>



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	<p>software (laptops, projectors, internet connectivity, learning management systems).</p> <p>v. Assists in timekeeping and ensure sessions start and end on time.</p> <p>vi. Handles participant needs or issues during the session (e.g. restroom breaks, technical concerns).</p> <p>vii. Records key details and outputs of the training.</p> <p>viii. Identify participants for the FGD endorsed to QAME.</p> <p>viii. Spearhead the daily debriefing session at the end of each training day to ensure that ley points, feedback and areas for improvement are discussed among the PMT.</p>		
<p>i. Welfare Officer</p>	<p>i. ensures that provisions for the inclusion, safety, security, health and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue.</p> <p>ii. Attends to emerging inclusion, safety, security, health and wellness concerns of participants, PMT, and resource speakers/subject-matter</p>	<p>Health Unit</p>	<p>Nurse on duty (2)</p>



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	experts (including incidents of social exclusion, sexual harassment, etc.).		
j. Logistics Officer	<p>i. Prepares the CPD documents for submission to the PRC through the NEAP-R (if applicable)</p> <p>ii. Leads in crafting the Program completion report.</p> <p>iii. Ensures the quality, adequacy and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program.</p> <p>iv. Leads ocular inspection of the venue to ensure adherence to standards and specifications.</p> <p>v. Checks that session rooms are always ready for use and conducive to learning.</p>	SGOD ASDS Office	Dodge E. Lagman EPS II, HRDS John Welfire B. Casulla Administrative Aide VI
k. Training Technology Support	<p>i. Coordinate with training organizers to determine technical requirements.</p> <p>ii. Checks the usability and appropriateness of the necessary hardware and software (laptops, projectors, internet connectivity, learning</p>	ICT Unit	Robert E. Enrera Administrative Aide I



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	<p>management systems) needed in the training.</p> <p>iii. Provides real-time remote or actual technical support to trainers and participants.</p> <p>iv. Monitors and troubleshoots connectivity issues, audio-visual problems and online platform-related concerns.</p> <p>v. Assists in the collection and analysis of feedback through digital/online surveys or forms.</p>		
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LIST OF PARTICIPANTS

NO.	NAME	SCHOOL
1.	Dan Jorge L. Losito	Abucay National High School
2.	Leny V. Mirabueno	Abucay National High School
3.	Catherine F. Fortades	Alegria Integrated School
4.	Abner F. Lomangaya	Alegria Integrated School
5.	Anthony O. Fresnoza	Bagacay National High School
6.	Ma. Irene E. Pura	Bagacay National High School
7.	Inocencio L. Carrascal Jr.	Bagatao National High School
8.	Agnes A. Mortega	Bagatao National High School
9.	Alona L. Azueta	Bagong Sirang High School
10.	Christian Rey A. Escultura	Bagong Sirang High School
11.	Iziel S. Milagrosa	Bantayan National High School
12.	Tom Carlo C. Cas	Bantayan National High School
13.	Ronnie P. Pandaan	Banuang Gurang National High School
14.	Ma. Corazon M. Tolosa	Banuang Gurang National High School
15.	Rosario Bagares	Barcelona National Comprehensive High School
16.	Michael A. Alvarez	Barcelona National Comprehensive High School
17.	Jesselyn A. Detecio	Bartolome G. Lee Sr. Integrated School
18.	Abel F. Garrido	Bartolome G. Lee Sr. Integrated School
19.	Marilyn F. Balasta	Batang Integrated School
20.	Joshua F. Rizalte	Batang Integrated School
21.	Irish M. Barasi	Bayasong National High School
22.	Jocelyn C. Montales	Bayasong National High School
23.	Genalyn C. Oseo	Beguín High School
24.	Alvin Bajado	Beguín High School
25.	Janet B. Ebio	Bentuco National High School
26.	Elizabeth E. Besid	Bentuco National High School
27.	Randy J. Doctor	Biriran National High School
28.	Mhyra B. Garcia	Biriran National High School
29.	Jamel John B. Villa	Biton National High School
30.	Karla Marie S. D. Rojo	Biton National High School
31.	Edison B. Lorilla	Buenavista National High School
32.	Abigael G. Almin	Buenavista National High School
33.	Ernest Renan N. Sarmiento	Bulacao National High School



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34.	Jessica D. Fuller	Bulacao National High School
35.	Jhonlery D. Recome	Bulan National High School
36.	Meilen D. Labalan	Bulan National High School
37.	Erwin F. Enaje	Bulusan High School
38.	Arlene F. Gabionza	Bulusan High School
39.	Eustaquia G. Espedido	Butag National High School
40.	Mc Donald G. Cabiles	Butag National High School
41.	Ronel M. Nuarin	Cabugao National High School
42.	Ma Sandy E. Encinares	Cabugao National High School
43.	Joey C. Golpeo	Cadandanan National High School
44.	Jacquiline G. Grantos	Cadandanan National High School
45.	Cindy C. Listana	Caditaan National High School
46.	Alwin Jay E. Barreda	Caditaan National High School
47.	Charlie D. Desabayla	Cagbolo National Vocational High School
48.	Maria Zandra R. Gigantone	Cagbolo National Vocational High School
49.	Ma. Edna D. Domasig	Calao National High School
50.	Lennon E. Espectacion	Calao National High School
51.	Leny A Oplida	Calateo Integrated School
52.	Nadia M. Mella	Calateo Integrated School

53.	Roselle Dreu	Calintaan Integrated School
54.	Andro A. Gacias	Calintaan Integrated School
55.	Manelene Handig	Calpi Integrated School
56.	Ruel B. Gracela	Calpi Integrated School
57.	Jose Ramil E. Enteria	Casiguran Technical Vocational School
58.	Mary Rose B.Fabrigar	Casiguran Technical Vocational School
59.	Evangelina L. Laroga	Castilla National High School
60.	Roger G. Hallig Jr	Castilla National High School
61.	Gellian Fe E. Ferreras	Celso F. Falcotelo National High School
62.	Angela N. Azore	Celso F. Falcotelo National High School
63.	Emer P. Hona	Culasi National High School
64.	Maria Luisa E. Ferrer	Culasi National High School
65.	Elvira B. Lachica	Cumadcad National High School
66.	Ronel M. Llona	Cumadcad National High School
67.	Evangeline B. Meteoro	Danao National High School
68.	Gemes Ryan L. Co	Danao National High School
69.	Desiree P. Llanera	Del Carmen Memorial High School
70.	Jeffrey C. Tamba	Del Carmen Memorial High School
71.	Christine M. Adivino	Dinapa National High School
72.	Amadeo O. Laguda	Dinapa National High School



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73.	Raul A. Toca	Donsol National Comprehensive High School
74.	Catherine L. Ativo	Donsol National Comprehensive High School
75.	Nicson D. Soreda	Donsol Vocational High School - Gimagaan Annex
76.	Joy P. Escarcha	Donsol Vocational High School -Gimagaan Annex
77.	Ranil D. Benjamin	Donsol Vocational High School - Gogon Annex
78.	Danica F. Herrera	Donsol Vocational High School-Gogon Annex
79.	Naomi B. Gicaro	Faustino G. Glua High School
80.	Lito B. Bertez	Faustino G. Glua High School
81.	Frederick G. Hagos	Gabao National High School
82.	Dante C. Binamera	Gabao National High School
83.	Ma. Theresa G. Pancho	Gallanosa National High School
84.	Agnes L. Dominguiano	Gallanosa National High School
85.	Angelo M. Bongon	Gubat National High School
86.	Maria Lucia E. Bailon	Gubat National High School
87.	Alejandro G. Judin	Guruyan National High School
88.	Karen H. Nañoz	Guruyan National High School
89.	Gamba Elmer	Irosin North High School
90.	Manilyn E. Grieta	Irosin North National High School
91.	Sarah Jane G. Jimenez	J.P. Laurel High School
92.	Mario D. Escarda	J.P. Laurel High School
93.	Nida P. Fuaso	Jaime G. Espeña High School (Formerly: Buhang National High School)
94.	Cyren Alvin T. Evasco	Jaime G. Espeña High School (Formerly: Buhang National High School)
95.	Marissa M. Galvan	Juban National High School
96.	Aldrin G. Deri	Juban National High School

97.	Gino G. Lacandula	Jupi National High School
98.	Melody E. Encinares	Jupi National High School
99.	Dino G. Duave	Lajong National High School
100.	Melody M. Velasco	Lajong National High School
101.	Ma. Lonie M. Maquiñana	Lungib National High School
102.	Geneva G. Bermas	Lungib National High School
103.	Merla Z. Torres	Macalaya National High School



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104.	Arnel F. Dawani	Macalaya National High School
105.	Marie Cris D. Desalisa	Magallanes National High School
106.	Marlon A. Mañag	Magallanes National High School
107.	Rowena V. Golpo	Magallanes National Vocational High School
108.	Mel C. Bonto	Magallanes National Vocational High School
109.	Ma. Anna N. Dejucos	Manlabong National High School
110.	Bernard D. Feolino	Manlabong National High School
111.	Marlyn L. Mendiola	Manuel T. Sia National High School
112.	Tirso R. Velasco	Manuel T. Sia National High School
113.	Joy Marie G. Gayola	Matnog National High School
114.	Roland D. Garcia Jr.	Matnog National High School
115.	Ramon F. Lasala	Mayon National High School
116.	Divina Gracia A. Torno	Mayon National High School
117.	Ronalyn M. Lesano	Milagrosa National High School
118.	Arnel M. Belen	Milagrosa National High School
119.	Marilou C. Caballera	Olimpio A. Guarin Jr National High School
120.	Pedrito P. Dulay	Olimpio A. Guarin Jr National High School
121.	Edmond L. Diones	Oras National High School
122.	Ailen M. Dellosa	Oras National High School
123.	Keisha Marie France O. Chavez	Palanas National High School
124.	Jake Ronald M. Marbida	Palanas National High School
125.	Cynna M. Esguerra	Pandan High School
126.	Jovencio F. Gatón Jr.	Pandan High School
127.	Robert G. Candia	Patag Integrated School
128.	Eljoymae B. Crebillo	Patag Integrated School
129.	Normita G. Francisco	Pawik Integrated School
130.	Janet H. Samson	Pawik Integrated School
131.	Rowell M. Sarcia	Pilar National Comprehensive High School
132.	Salve B. Alcantara	Pilar National Comprehensive High School
133.	Edward H. Handig	Pili National High School
134.	Aila Joy H. Arevalo	Pili National High School
135.	Maricel D. Deuna	Prieto Diaz National High School
136.	Anthony E. Perol	Prieto Diaz National High School
137.	Socorro F. Flor	Quezon National High School
138.	Domingo H. Enteria	Quezon National High School
139.	Cherry N. Lagunsin	Quirapi Integrated School
140.	Ananias A. Latonero	Quirapi Integrated School



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142.	Ma. Judy L. Estavillo	Rizal National High School
143.	Joyce Ann G. Balderama	Sablayan High School
144.	Jillianne A. Amado	Sablayan High School
145.	Julie A. Listana	Salvacion National High School
146.	Ricky B. Millares	Salvacion National High School
147.	Dave Ysrael L. Deyto	San Antonio National High School
148.	Erma A. Altavano	San Antonio National High School
149.	Mary Jane G. Funa	San Francisco National High School
150.	Cassidy Juzar R. Gonzalzo	San Francisco National High School
151.	Rose Ann R. Agarin	San Isidro National High School
152.	Lovely Jane G. Panganiban	San Isidro National High School
153.	Mary Rose G. Oseo	San Juan Bag-O High School
154.	Joseph O. Gelio	San Juan Bag-O High School
155.	Gilbert B. Camacho	San Juan National High School
156.	Roger. P. Ariate	San Juan National High School
157.	Christian Garrido	San Rafael Integrated School
158.	Johanna Charis Naomi Separa	San Rafael Integrated School
159.	Rona B. Molina	San Rafael National High School – Castilla East
160.	Michael H. Mangampo	San Rafael National High School – Castilla East
161.	Leonardo E. Escanilla	San Roque National High School
162.	Jenell P. Paghubasan	San Roque National High School
163.	Catherine B Lucillo	Sisigon Integrated School
164.	Marlon Estolas	Sisigon Integrated School
165.	Regina, G. Cornelio	Siuton National High School
166.	Narciso L. Franche	Siuton National High School
167.	Rommel A. Borabien	Sta. Cruz National High School
168.	Ma Luisa D. Ombao	Sta. Cruz National High School
169.	Flordeliz F. Fulgar	Sta. Magdalena National High School
170.	Joey A. Gularez	Sta. Magdalena National High School
171.	John Louie E. Bartolata	Sua National High School
172.	Cristina G. Nares	Sua National High School
173.	Roderick G. Frades	Talaonga National High School
174.	Ceres F. Furio	Talaonga National High School
175.	Aldin D. Moroscallo	Tingco National High School
176.	Joyce E. Jazareno	Tingco National High School
177.	Olivia S. Dellomas	Tiong Hen So Memorial High School



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179.	Mary Ann O. Fabia	Tongdol Integrated School
180.	Angela M. Abordo	Tongdol Integrated School
181.	John Carlo D. Gicaro	Valentina B. Boncan National High School
182.	Mary Grace A. Gaupo	Valentina B. Boncan National High School



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