

November 7, 2019

DIVISION MEMORANDUM

No. 445, s. 2019

DIVISION CAPACITY BUILDING ON GUIDANCE PROGRAMS

TO: Assistant Schools Division Superintendents
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors and Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Cavite Guidance Personnel Association Officers
All Concerned

1. DepEd Cavite, in collaboration with the Cavite Guidance Personnel Association, will be conducting the **Division Capacity Building on Guidance Programs** for selected guidance counselors and coordinators on **November 25-27, 2019**, at **Abagatan Ti Manila, Alfonso, Cavite**.
2. The said training workshop aims to:
 - a. provide a walkthrough on guidance programs which shall be cascaded and implemented on the school level;
 - b. capacitate the participants on the use of evaluation and/ or supplemental tools and materials on the implementation of the guidance programs;
 - c. localize a child protection policy for schools;
 - d. develop standardized guidance procedures
3. Attached to this Memorandum are the following:
 - a. List of participants
 - b. Program Management Team and Terms of Reference
 - c. Program Matrix
4. Training expenses (i.e. food, accommodation, materials, etc.) shall be charged to the Division HRTD and GASS funds and downloaded HRTD SARO while the participants' transportation expenses may be charged against the school local funds subject to the usual accounting and auditing rules and regulations.
5. Teacher participants shall coordinate and arrange with their school heads the proper identification and assignment of reliever teachers in compliance with DepEd Order No. 9, s. 2005.
6. Other queries and/ or clarifications may be communicated to the Division Youth Formation Coordinator Ms. Rey Ann M. Avilla through phone number (046) 412-0349/ (046) 419-1286 or through email address depedcavite.yfd@deped.gov.ph.
7. Immediate and widest dissemination of this Memorandum is earnestly desired.


ROMMEL C. BAUTISTA
Schools Division Superintendent





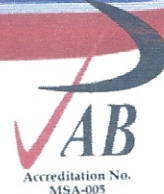
Attachment 1 to Division Memorandum no. ___, s. 2019 Division Capacity Building on Guidance Programs

LIST OF PARTICIPANTS

DISTRICT	NAME	LEVEL	SCHOOL
ALFONSO	LOUDES NOVENO	ELEMENTARY	DISTRICT GUIDANCE COORDINATOR
ALFONSO	JINKEE WINRICH B. BAYOT	SECONDARY	ALFONSO NHS
ALFONSO	MAE HERNANDEZ	ELEMENTARY	ALFONSO NHS
AMADEO	GINA J. MALIGAYA	ELEMENTARY	AMADEO ES
AMADEO	EILEEN A. MARANAN	SECONDARY	AMADEO NHS
AMADEO	GLORIA B. MANUEL	SECONDARY	PANGIL NHS
CARMONA	ROWENA G. SIERRA	SECONDARY	CARMONA NATIONAL HS
CARMONA	GINA C. BERNALES	ELEMENTARY	CABILANG BAYBAY ES
CARMONA	FRANCIA M. NACARIO	ELEMENTARY	CARMONA ES
GEA	MARILYN B. LENGSON	ELEMENTARY	DISTRICT GUIDANCE COORDINATOR
GEA	GINA L. BURGOS	SECONDARY	GEN. EMILIO AGUINALDO NHS
GMA	JANE J. BANTIGUE	SECONDARY	SAN JOSE COMMUNITY HS
GMA	ELMER AGRIPA	SECONDARY	GEN. MARIANO ALVAREZ TECHNICAL HS
GMA	RUBY JADE JEREMIAS	ELEMENTARY	SAN GABRIEL II ES
INDANG	LIEZEL S. SARREAL	SECONDARY	LUMAMPONG NATIONAL HS
INDANG	MYLINE C. ARANDIA	SECONDARY	LUMAMPONG NHS CALUMPANG ANNEX
KAWIT	RIO G. GAN	SECONDARY	EMILIANO TRIA TIRONA NHS
KAWIT	MINETTE N. LEE	ELEMENTARY	DISTRICT GUIDANCE COORDINATOR
KAWIT	MARIE KRIZE V. CLEMENTE	SECONDARY	BINAKAYAN NHS
MAGALLANES	EMELIA R. PASTORIN	ELEMENTARY	TUA ELEMENTARY SCHOOL
MARAGONDON	LEONILA NAZARENO	SECONDARY	BUCAL NATIONAL HS
MARAGONDON	ROSALYN GALANG	ELEMENTARY	DISTRICT GUIDANCE COORDINATOR
MARAGONDON	CATHERINE C. DEL ROSARIO	SECONDARY	MARAGONDON NHS
MENDEZ	BERNADETTE LUGAY	ELEMENTARY	DISTRICT GUIDANCE COORDINATOR
NAIC	HYJASMIN G. CABANA	SECONDARY	NAIC COSTAL ES
NAIC	GUENDALYN R. NAZARENO	ELEMENTARY	NAIC ELEMENTARY SCHOOL
NAIC	CARMEN D. VALENZUELA	SECONDARY	NAIC NATIONAL HIGH SCHOOL
NOVELETA	MILAGROS R. TORRES	ELEMENTARY	NOVELETA ES
NOVELETA	LAIENE C. CEMANIA	ELEMENTARY	GEN. ELSA MIGUEL ES
NOVELETA	BERNADETH NOTARIO	SECONDARY	NOVELETA NHS
ROSARIO	CATALINA B. PASICOLAN	ELEMENTARY	ROSARIO ELEMENTARY SCHOOL
ROSARIO	DIVINA B. BALUYOT	ELEMENTARY	DAVID P. JIMENEZ ES
ROSARIO	GARRY GILBERT B. TOLEDO	SECONDARY	ROSARIO NHS
SILANG	MYRNA AVINANTE	ELEMENTARY	SILANG CENTRAL ES
SILANG	EDITHA CRUZ	ELEMENTARY	BAGONG BUHAY ES
SILANG	SHELLA JAVIER	SECONDARY	MUNTING ILOG NHS
SILANG	MYRNA A. MALLARI	ELEMENTARY	ULAT INTEGRATED SCHOOL

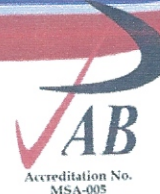


Republic of the Philippines
Department of Education
 Region IV-A (CALABARZON)
Division of Cavite
 Trece Martires City, Cavite



Certificate Number: AJA17-0083

SILANG	JANICE C. TOLEDO	SECONDARY	VITO BELARMINO NHS
TAGAYTAY	LEAH C. MAGCALING	SECONDARY	TAGAYTAY CITY NHS
TAGAYTAY	APRIL ROSE P. SEGUMALIAN	SECONDARY	FRANCISCO P. TOLENTINO NHS
TAGAYTAY	MARIA HAZEL J. DERLA	ELEMENTARY	MAHARLIKA ELEMENTARY SCHOOL
TANZA	ESTER ZUNIGA	SECONDARY	TANZA NATIONAL TRADE SCHOOL
TANZA	JUSTINIANO CELESTE	SECONDARY	TANZA NATIONAL COMPREHENSIVE HS
TANZA	MILNA BADAYOS	ELEMENTARY	FELIPE CALDERON ES
TANZA	MARIETA ARIETA E. CENIZAL	SECONDARY	TANZA NATIONAL COMPREHENSIVE HS
TERNATE	RIOLENE A. DE GUZMAN	SECONDARY	TERNATE WEST NHS
TERNATE	ALMA A. JUSTO	SECONDARY	TERNATE NHS
TERNATE	CARLENE CATALASAN	ELEMENTARY	TERNATE CENTRAL ES
TRECE	ALFREDO NOLASCO	SECONDARY	EUGENIO CABEZAS NHS
TRECE	CAMILLE R. ORTILLA	ELEMENTARY	DISTRICT GUIDANCE COORDINATOR
TRECE	LOTA TANO	SECONDARY	FRANCISCO OSORIO NHS
TRECE	FELECISIMO SALDIVAR	SECONDARY	TRECE MARTIRES CITY NHS
TRECE	KRISTINE GRACE M. GARCIA	SECONDARY	TRECE MARTIREZ CITY SHS
TRECE	JANETH M. SANTARIN	SECONDARY	TRECE MARTIRES CITY SHS



Attachment 2 to Division Memorandum no. ____, s. 2019 Division Capacity Building on Guidance Programs

PROGRAM MANAGEMENT TEAM

Program	Rey Ann M. Avilla Rio G. Gan Maureen Cruzada Ester M. Zuniga Justiniano Celeste Shella B. Javier
Registration	Myrna Avinante Riolene A. de Guzman Milagros Torres Lourdes Noveno
Safety and Security	Elmer L. Agripa Lea C. Magcaling Gloria Manuel Guendalyn Nazareno
Documentation and Technical	Eden Rose M. Mendoza Gina Maligaya Jane J. Bantique
QATAME	Allain Alvarez

*Required committee

Terms of Reference of Program Management Team

COMMITTEE	TERMS OF REFERENCE
Program	<ul style="list-style-type: none"> • Prepare/ organize and lead the whole program flow • Host the opening program and facilitate workshops and open fora
Documentation and Technical	<ul style="list-style-type: none"> • Conduct photo and/or video documentation of the event • Prepare a narrative or news report regarding the event • Transcribe panel discussion/ open forum proceedings • Prepare/ collect and take charge in playing all audio-visual presentations and materials to be used during the event
Registration	<ul style="list-style-type: none"> • Prepare and secure the accomplishment of registration sheets and meal attendance during the event • Distribute M&E forms upon registration
Monitoring and Evaluation	<ul style="list-style-type: none"> • Consolidate participants' evaluation of the activity and identify areas for improvement • Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations
Safety and Security	<ul style="list-style-type: none"> • Secure the safety and security of the venue • Coordinate with the local police, health, and DRRM offices for additional safety and security personnel



Attachment 3 to Division Memorandum no. ___, s. 2019 Division Capacity Building on Guidance Programs

PROGRAM MATRIX

TIME	ACTIVITY	PERSON(S) IN-CHARGE/ INVOLVED
Day 1		
7:30-8:00	Registration	Registration Committee
8:00-8:30	OPENING PROGRAM National Anthem Invocation DepEd Cavite Quality Policy Opening Remarks Levelling of Expectations Setting of Objectives Training Agreements	PMT DIANA P. TOPACIO Chief, SGOD PMT
8:30-12:00	RCAC Roll-out: Using Assessment Tools and LMI in Career Coaching for the 4IR	JORGE MANUEL C. LAUDE Labor and Employment Services Officer III, DOLE 4-A
12:00-1:00		
1:00-3:00	Implementation of Adolescent Reproductive Health through the Teen Health Kiosk	JUSTINIANO M. CELESTE Tanza National Comprehensive HS
3:00-5:00	School Mental Health and Psychological First Aide	RIO G. GAN ETTMNHS
Day 2		
7:30-8:00	MOL	
8:00-10:00	Implementation of the National Drug Education Program (NDEP)	HAIZIEL OLEGARIO Nurse II, DepEd Cavite
10:00-12:00	Introduction to the Barkada Kontra Droga-ELITE	DARYL ARQUIZA KID Movement
12:00-1:00	LUNCH	
1:00-3:00	Regional Child Protection Policy	ATTY. DANIEL V. CARPINA DepEd Cavite
3:00-5:00	Localization of CPP on school level (workshop)	SHELLA B. JAVIER
5:00-7:00	Wash up/ Dinner	
7:00-9:00	Socials	Facilitation by RIO G. GAN
DAY 3		
7:30-8:00	MOL	Facilitation by PMT
8:00-11:00	Presentation of Localized CPP outputs	Facilitation by PMT
11:00-1:00	Lunch	
1:00-3:00	Action Planning	Facilitation by PMT
3:00-3:30	Closing	Facilitation by PMT