



MEMORANDUM

TO : OIC-Asst. Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
OIC-Chief, School Governance and Operations Division
Elementary and Secondary School Heads, OIC-Antipolo City Senior HS
Guidance Counselors and Designates of Elementary, Secondary and Senior HS
All Others Concerned

FROM : **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **COMPETENCY DEVELOPMENT PROGRAM FOR GUIDANCE
COUNSELORS AND DESIGNATES**

DATE : April 30, 2018

Pursuant to Republic Act 9258, "An Act Professionalizing the Practice of Guidance and Counseling and Creating for this Purpose a Professional Regulatory Board of Guidance and Counseling, Appropriating Funds therefor and for other purposes" which promotes the improvement, advancement, and protection of the guidance and counseling profession and DepEd Order No. 28 s. 2017, *Guidelines on the Allocation and Utilization of the Human Resource Training and Development Funds*, which mandates DepEd to undertake programs, projects, and activities (PAPs) aimed towards the continuing professional development of its teaching and non-teaching personnel, DepEd Division of Antipolo City through the Human Resource Development Section will conduct **Competency Development Program for Guidance Counselors and Designates on May 28-30, 2018 at Loreland Farm Resort Antipolo City.**

The activity aim participants to:

- a. Identify competencies of guidance counselors and designates and simulate how it is applied in counseling
- b. Explain the policy and guidelines on protecting children from all forms of abuse as stipulated in D.O. No. 40 s. 2012, "DepEd Child Protection Policy"
- c. Write correspondence and narratives to communicate guidance and counselor's concerns
- d. Apply computer skills in data management using Google Apps
- e. Manage work-related stress and conflicts through effective management plan
- d. Relate the roles performed by guidance counselors to the ethical standards expected of them.

Participants to this **live-in** training program are the guidance counselors and designates of Elementary and Secondary Schools including Senior High School. Food, accommodation and materials to be used in this activity shall be charged against BHROD 2017 Fund subject to the usual accounting and auditing rules and procedures.

First meal to be served is AM snack of the first day and last meal will be PM snack of Day 3. Registration will be from 7:30 to 8:30 AM while opening program will start at 8:30 AM. Kindly text name and school of your GC or designated GCs at **09331872985** on or before **May 16, 2018**.

Participants are also advised to bring laptop, extension cord and pocket wifi.

Attached are the following enclosures for your reference;

- Enclosure 1 – Working Committee
- Enclosure 2 – Program of Activities
- Enclosure 3 – Program

Immediate dissemination of this Memorandum and participation of all concerned to this activity is earnestly desired.



Enclosure 1 to Memorandum No. 177 s. 2018

EXECUTIVE COMMITTEE

Chairperson: Dr. Rommel C. Bautista, CESO V
Schools Division Superintendent

Vice-Chairperson: Dr. Gloria C. Roque
OIC-Asst. Schools Division Superintendent

Members:

Anselmo C. Celeste Jr., OIC-Chief, SGOD
Arlene L. Tayona, SEPS-HRD
Gayle J. Malibiran, EPS II-HRD

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration	Rhodora Tendila (GC, San Isidro NHS) Jane D. Templonuevo (GC, BN II NHS) Guidance Teacher of San Isidro ES and San Antonio Village ES	<ul style="list-style-type: none"> In-charge of attendance Ensures that participants are registered Prepares accomplished registration/attendance sheets and submit to the program head
Logistics	Michael P. Glorial Rona Villete Joyce Ann Bulos	<ul style="list-style-type: none"> Plans and secures logistics to support the activity
Program, Invitation Certificates (Participation, Appearance and Recognition)	Ma. Margarita D. Padullo (GC, San Roque NHS) Rosemarie N. Rufino (GC, San Jose NHS) Guidance Teacher of Juan Sumulong ES and ISTES	<ul style="list-style-type: none"> Prepares program and certificates and facilitates its distribution
Documentation	Jovita T. Madeja Riessa Leah B. Gonzales Guidance Counselor of Dela Paz NHS and Dalig NHS	<ul style="list-style-type: none"> Documents event of the session and submit soft and hard copy of narrative and pictorial report to the program owner
Technical	Raymond P. Villaraza Staff of the assigned venue	<ul style="list-style-type: none"> In-charge of video/ppt. presentations Checks the sound system, laptop and ICT equipment to be used
Physical Arrangement and Accommodation	Staff of the assigned venue	<ul style="list-style-type: none"> Prepare backdrop, tarpaulin and other decoration to be used before and during the activity Prepares the area to be used for the session
Food and Health	Staff of the assigned venue Phanny S. Ramos Arlene Dulin	<ul style="list-style-type: none"> Manages and facilitates the preparation and distribution of meals Ensures that health and wellness of participants are taken care of
Budget and Finance	Raquel F. Esguerra Ragaam V. Dela Cruz	<ul style="list-style-type: none"> Oversees the efficient allocation of funds and timely release as well as documentation for liquidation
Monitoring and Evaluation	Isabel M. Gonzales Arlene L. Tayona	<ul style="list-style-type: none"> Monitors the conduct of the program Administers and retrieves M & E Tool Submits results of the evaluation to the Program In-charge



Enclosure 2 to Memorandum No. 197 s. 2018

PROGRAM OF ACTIVITIES

Time	Day 1	Day 2	Day 3
7:30-8:30	Registration	MOL	MOL
8:30-9:00	Opening Program	DepEd Order No. 40 s. 2012 DepEd Child Protection Policy	Writing Business Correspondence and Narratives
9:00-10:00	Competencies of GCs and How it works Mr. Mark Anthony V. Bercando RGC, RRM, Supervising Education Program Specialist		
10:00-10:30	Snacks		
10:30-11:30	Workshop	Workshop	Workshop
11:30-12:00			
12:00-1:00	LUNCH BREAK		
1:00-2:00	Data Management using Google Apps Mrs. Maria Florabel M. Tolentino Information Technology Officer I	Stress Management Mrs. Zaida M. Padullo Principal IV, Judge Feliciano Belmonte High School	Our Purpose as GCs According to God's Plan & Ethical Standards for GCs Pas. Karla De Castro Associate Pastor, Bless the City Church
2:00-3:00			
3:00-3:30	Snacks		
3:30-4:30	Workshop	Conflict Management	
4:30-5:00		Workshop Mrs. Zaida M. Padullo	
5:00-5:15	Open Forum/Clarifications		Closing Program



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



Enclosure 3 to Memorandum No. 197 s. 2018

OPENING PROGRAM <i>Part 1</i>		CLOSING PROGRAM	
National Anthem	<i>(Video)</i>	Nationalistic Song	<i>(Video)</i>
Prayer	AnnaLiza A. Magsanoc GC, Marcelino M. Santos NHS	Prayer	Rosemarie N. Rufino GC, San Jose NHS
CALABARZON March Mabuhay Rizal Antipolo Hymn	<i>(Video)</i>	Awarding of Certificates	Dr. Rommel C. Bautista Dr. Gloria C. Roque Anselmo C. Celeste Jr.
Checking of Attendance	Adalia G. Tornea GC, Cupang NHS		
Opening Remarks	Anselmo C. Celeste Jr. OIC – Chief, SGOD		
Inspirational Message	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent		
Statement of Purpose	Mrs. Arlene L. Tayona SEPS-HRD	Closing Remarks	Dr. Jonathan P. Domingo OIC-Chief, CID
<i>Part 2</i> <i>Training Proper</i>			
Arlene L. Tayona Lady of Ceremony		Ms. Gayle J. Malibiran Lady of Ceremony	