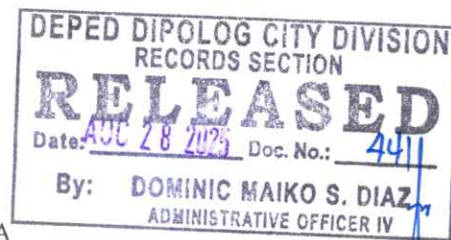




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



August 27, 2025

**DIVISION MEMORANDUM**

No. 441, s. 2025

**FINAL DETAILS AND INSTRUCTIONS FOR THE CAREER GUIDANCE  
PROGRAM: SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

To: Chief Education Supervisors  
Public Schools District Supervisors  
Secondary School Principals  
Career Teacher-Advocates  
*This Division*

1. The Department of Education Regional Office IX will conduct the **Career Guidance Program: School-Based Training of Career Advocates (SBTCA)**. In this regard, the Division issues this memorandum to rectify the errors in the previous issuance and to confirm the final training venue, list of participants, and other pertinent details.
2. The training will be held at **Hotel Guillermo, Pagadian City**, from **September 3 to 7, 2025**. The first session will commence in the afternoon of September 3.
3. Throughout the training, free meals and snacks will be provided. Note, however, that the first meal to be served will be afternoon snacks, and accommodation will start only on September 3. Hence, participants are advised to travel in the early morning of September 3.
4. Transportation expenses shall be charged to the School MOOE or other available funds, subject to the usual accounting and auditing rules and regulations.
5. Refer to **Enclosure 1** for the **complete list of participants**, and **Enclosure 2** for the **indicative program**.
6. All participants are requested to coordinate with their respective School Principals for the accomplishment of their Authority to Travel, which shall be recommended for approval by the School Principal and approved by the Schools Division Superintendent. The Authority to Travel serves as an official document granting permission to be away from the school for official purposes and ensures proper documentation, accountability, and compliance with DepEd policies.
7. The school administration is enjoined to arrange adjustments in the classroom program or teaching assignments of participating teachers to ensure learning continuity during their five-day training.



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8. Participants, speakers, and TWG/PMT members shall be granted service credits and/or Compensatory Time-Off (CTO) for training or workshop days that fall on weekends or holidays, pursuant to DepEd Order No. 53, s. 2023, *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*, and CSC-DBM Joint Circular No. 2, s. 2015, *Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees*, respectively.

9. All previous issuances inconsistent with the provisions of this memorandum are hereby amended, modified, or rescinded accordingly.

10. For clarifications and inquiries regarding this issuance, all concerned parties are directed to coordinate with the Division Learner Formation Coordinators:

Cielbert E. Dondoyano Jr. PDO I, 0956 590 9773	Fritzella Sam P. Sarande PDO I, 0917 130 0183
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11. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**MA. LIZA R. TABILON EdD, CESO V**  
Schools Division Superintendent

Ref.: Reg. Adv. 233, s. 2025, RM 379, s. 2025  
Encl.: Participants  
SGOD/LFU/CEDJ  
August 27, 2025



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Facebook: DepEd – Schools Division of Dipolog City





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(Enclosure 1 of Division Memorandum No. 441, s. 2025)

**FINAL LIST OF PERSONNEL FOR THE CAREER GUIDANCE PROGRAM:  
SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

Hotel Guillermo, Pagadian City | September 3 to 7, 2025

Teacher-Participants:

#	Name	Sex	School
1	Marivic A. Goite	F	AQUMATSHS
2	Joeniffer J. Galvez	M	
3	Mary Jerin C. Maglangit	F	Cayasan IS
4	Aubrey Lane F. Nazareno	F	
5	Charede L. Bantilan	F	Cogon NHS
6	Arghel A. Torres	M	
7	Merrian T. Magno	F	Dipolog City NHS
8	Jose Rolando S. Caincay	M	
9	Arcelita P. Taclob	F	Galas NHS
10	Fritz C. Peñosa	M	
11	Maria Bianca N. Cañoneo	F	Gulayon IS
12	John Chris S. Pontioso	M	
13	Irish A. Kilat	F	Miputak NHS
14	Daryl D. Magusara	M	
15	Judit E. Orat	F	Pamansalan ETHS
16	Eugene M. Saldivar	M	
17	Rose Vick E. Talic	F	Punta NHS
18	Jade A. Bengua	M	
19	Marian Jean S. Yapac	F	Sicayab NHS
20	Niño Jeff C M. Benerado	M	
21	Stephanie Jean H. Del Coro	F	Sinaman IS
22	Jay D. Vagilidad	M	
23	Tracia Maechille L. Kinikito	F	Sta. Filomena IS
24	Edgar B. Solamillo Jr.	M	
25	Russel S. Omandam	F	Tubod IS
26	Melvin T. Hamoy	M	
27	Mylene C. Banagua	F	Upper Dicayas IS
28	John Patrick A. Falconite	M	
29	Jeoann A. Realiza	F	ZNNHS
30	Romulo Nalzaro	M	
31	Yuly Mae Cardenas	F	ZNNHS – Turno
32	Ridge C. Balolong	M	



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REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY

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Core Trainers:

#	Name	Sex	School
1	Melissa Mae R. Ebuña	F	ZNNHS
2	Miaflor A. Ogarte	F	
3	Leah Dannielle B. Sumondong	F	ZNNHS – Turno

Program Management Team:

#	Name	Sex	School
1	Saturnino Dominguez Jr.	M	ZNNHS



Republic of the Philippines  
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SCHOOLS DIVISION OF DIPOLOG CITY

(Enclosure 2 of Division Memorandum No. 441, s. 2025)

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

Hotel Guillermo, Pagadian City | September 3 to 7, 2025

Time	Activity Content
<b>Day 1 – Monday</b>	
8:00 a.m. – 12:00 p.m.	Arrival and Registration
12:00p.m. – 1:00 p.m.	Lunch Break
1:00 p.m. – 2:00 p.m.	Opening Program <ul style="list-style-type: none"><li>• National Anthem</li><li>• Prayer</li><li>• DepEd QPS</li><li>• Welcome Remarks/Message</li><li>• Introduction of Participants</li><li>• Photo Documentation</li><li>• Pre-Test</li></ul>
2:00 p.m. – 3:00 p.m.	Plenary 1: YFD CGP Introduction <i>Speaker: Mark Risty S. Tan-awon</i>
3:00 p.m. – 3:15 p.m.	Health Break
3:15 p.m. – 4:30 p.m.	Plenary 2: Overview of Career Guidance Program <i>Speaker: Mark Risty S. Tan-awon</i>
4:30 p.m. – 5:00 p.m.	Pre-test/End of the day evaluation/Writing Activity/Reflection/Other Reminders
<b>Day 2 – Tuesday</b>	
8:00 a.m. – 8:20 a.m.	Management of Learning
8:30 a.m. - 10:00 a.m.	M1S1: Guidance: Principles, Goals, and Other Related Concepts
10:00 a.m. – 10:15 a.m.	Health Break
10:15 a.m. - 12:00 p.m.	M1S2: Guidance Service and Clientele
12:00 p.m. – 1:00 p.m.	Lunch Break
1:00 p.m. – 2:15 p.m.	M1S3: The History of Career Guidance
2:15 p.m. – 3:00 p.m.	M1S4: Career Education in the Context of Guidance
3:00 p.m. – 3:15 p.m.	Health Break
3:15 p.m. – 3:45 p.m.	M1S4: Career Education in the Context of Guidance





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3:45 p.m. – 4:45 p.m.	M1S5: Theories for Career Choice and Development
4:45 p.m. – 5:00 p.m.	End of the day evaluation/Writing Activity/Reflection/Other reminders
<b>Day 3 – Wednesday</b>	
8:00 a.m. – 8:30 a.m.	Management of Learning
8:30 a.m. – 10:00 a.m.	M2S6: Legal Bases of Career Guidance in the Philippines
10:00 a.m. – 10:15 a.m.	Health Break
10:15 a.m. – 12:00 p.m.	M2S7: The Career Advocate
12:00 p.m. – 1:00 p.m.	Lunch Break
1:00 p.m. – 2:30 p.m.	M2S8: Linkage Development
2:30 p.m. – 3:00 p.m.	M3S9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System
3:00 p.m. – 3:30 p.m.	Health Break
3:30 p.m. – 4:20 p.m.	M3S9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System
4:20 p.m. – 5:00 p.m.	End of the day evaluation/Writing Activity/Reflection/Other reminders
<b>Day 4 – Thursday</b>	
8:00 a.m. – 8:30 a.m.	Management of Learning
8:30 a.m. – 10:00 a.m.	M3S10: Guidance Service as Delivery System
10:00 a.m. – 10:15 a.m.	Health Break
10:15 a.m. – 12:00 p.m.	M3S10: Guidance Service as Delivery System (Continuation)
12:00 p.m. – 1:00 p.m.	Lunch Break
1:00 p.m. – 3:00 p.m.	M3S11: Co-curricular Activities as Delivery System
3:00 p.m. – 3:15 p.m.	Health Break
3:15 p.m. – 4:30 p.m.	M3S12: DO No. 30, s. 2017 (Guidelines for Work Immersion) and DO No. 39 s. 2018 (Clarification and Additional Information to DO No. 30 s. 2017)
4:30 p.m. – 5:00 p.m.	End of the day evaluation/Writing Activity/Reflection/Other reminders
<b>Day 5 – Friday</b>	
8:00 a.m. – 8:30 a.m.	Management of Learning
8:30 a.m. – 10:00 a.m.	WAP Orientation
10:00 a.m. – 10:15 a.m.	Health Break
10:15 a.m. – 12:00 p.m.	Post Test Closing Program End of the day evaluation/clearing house/other reminders
12:00 p.m. – 1:00 p.m.	Lunch Break
<b>HOME SWEET HOME</b>	