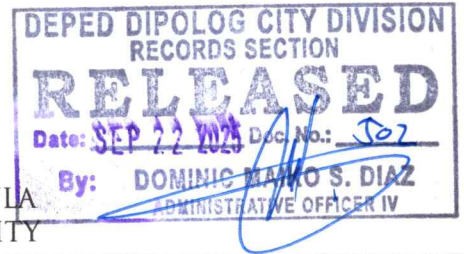




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY



September 18, 2025

**DIVISION MEMORANDUM**

No. 502, s. 2025

**PHASE 4 CAREER GUIDANCE TRAINING CUM CAPACITY BUILDING FOR  
CAREER ADVOCATES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors – North B & South C  
Division Learner Formation Coordinators  
Select Secondary School Principals – Sicayab NHS & Cogon NHS  
Select Career Teacher-Advocates – Sicayab NHS & Cogon NHS  
*This Division*

1. Pursuant to the directive of the Department of Education – Office of the Undersecretary for Operations, through DM-OUOPS-2025-10-05054, and in concurrence with DepEd Region IX Regional Memorandum No. 498, s. 2025, this Division hereby issues this Memorandum announcing the conduct and official list of participants for the **Phase 4 Career Guidance Training cum Capacity Building for Career Advocates**. The training will be held at **Axiaa Hotel, North Edsa, Quezon City, National Capital Region**, from **September 29 to October 3, 2025**.

2. The activity aims to strengthen the competencies of career teacher-advocates to better assist their learners in making well-informed decisions regarding education and career pathways, in alignment with prevailing labor market demands and opportunities.

3. For this phase, the official participants have been pre-identified by the Regional Office as follows:

No.	Station	Name of Participant	Sex	Position
1	Cogon NHS	Arghel A. Torres	M	Teacher I
2	Cogon NHS	Charede L. Bantilan	F	Teacher III
3	Sicayab NHS	Niño Jeff M. Benerado	M	Teacher I
4	Sicayab NHS	Marian Jean S. Yapac	F	Teacher III

4. Accommodation, meals, and snacks throughout the training shall be provided at no cost to the participants.

5. Travel and other incidental expenses shall be charged to the Program Support Fund to be downloaded from the Regional Office, subject to the usual accounting and auditing rules and regulations.



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6. Identified participants are strongly advised to submit their Itinerary of Travel at the earliest possible time to facilitate the processing of support funds. Also, they are required to submit their Authority to Travel to the Division Office, with the recommending approval of their School Principal, for final approval by the Schools Division Superintendent.

7. In view of the scheduled training, the concerned school principal(s) are requested to extend support and flexibility to the identified teachers by:

- Allowing necessary adjustments in class schedules or duties during the training period;
- Providing coverage arrangements for teaching loads, or other responsibilities that may be affected; and
- Ensuring prompt clearance, travel authority, and other logistical support to enable full participation.

8. See following enclosure for your reference:

- Enclosure 1: Program Event Flow

9. 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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10. Immediate dissemination of and strict compliance with this Memorandum is directed.

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

Ref.: RM 498, s. 2025; DM-OUOPS-2025-10-05054

Encl.: Program Event Flow

SGOD/LFU/CEDJ

September 18, 2025





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SCHOOLS DIVISION OF DIPOLOG CITY

(Enclosure 1 to Division Memorandum No. 502, s. of 2025)

**Program of Activities**

**CAREER GUIDANCE PROGRAM TRAINING (Phase 4)  
SCHOOL-BASED TRAINING OF CAREER ADVOCATES**

DAY 1 (Monday)		
Inclusive Time	Minutes	Program
8:00 a.m. – 12:00 p.m.		Arrival and Registration
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:00 p.m.	60 min	Opening Program <ul style="list-style-type: none"><li>• National Anthem</li><li>• Ecumenical 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.	60 min	Plenary 1: YFD CGP introduction
3:00 p.m. – 3:15 p.m.	15 min	Health Break
3:15 p.m. – 4:30 p.m.	75 min	Plenary 2: Overview of Career Guidance Program
4:30 p.m. – 5:00 p.m.	30 min	Pre-test/ End of the day evaluation / Writing Activity / Reflection / Other Reminders

DAY 2 (Tuesday)		
Inclusive Time	Mins	Program
8:00 a.m. – 8:20 a.m.	30 min	Management of Learning
8:30 a.m. – 10:00 a.m.	90 min	M1S1: Guidance: Principles, Goals and other-related Concepts
10:00 a.m. – 10:15 a.m.	15 min	Health Break
10:15 a.m. – 12:00 p.m.	105 min	M1S2: Guidance Service and Clientele
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:15 p.m.	75 min	M1S3: The History of Career Guidance
2:15 p.m. – 3:00 p.m.	45 min	M1S4: Career Education in the Context of Guidance
3:00 p.m. – 3:15 p.m.	15 min	Health Break
3:15 p.m. – 3:45 p.m.	30 min	M1S4: Career Education in the Context of Guidance
3:45 p.m. – 4:45 p.m.	60 min	M1S5: Theories for Career Choice and Development
4:45 p.m. – 5:00 p.m.	15 min	End of the day evaluation / Writing Activity / Reflection / other reminders

DAY 3 (Wednesday)		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M2S6: Legal Bases of Career Guidance in the Philippines
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 p.m.	105 min	M2S7: The Career Advocate
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 2:30 p.m.	90 min	M2S8: Linkage Development
2:30 p.m. – 3:00 p.m.	30 min	M3S9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System
3:00 p.m. – 3:30 p.m.	30 min	Health Break
3:30 p.m. – 4:20 p.m.	50 min	M3S9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System



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4:20 p.m. – 5:00 p.m.	40 min	End of the day evaluation / Writing Activity / Reflection / other reminders
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DAY 4 (Thursday)		
Inclusive Time	Mins	Program
8:00 a.m. – 8:30 a.m.	30 min	Management of Learning
8:30 a.m. – 10:00 a.m.	90 min	M3S10: Guidance Service as Delivery System
10:00 a.m. – 10:15 a.m.	15 min	Health Break
10:15 a.m. – 12:00 p.m.	105 min	M3S10: Guidance Service as Delivery System (continuation)
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
1:00 p.m. – 3:00 p.m.	120 min	M3S11: Co-curricular Activities as Delivery System
3:00 p.m. – 3:15 p.m.	15 min	Health Break
3:15 p.m. – 4:30 p.m.	75 min	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.	30 min	End of the day evaluation/clearing house / other reminders

DAY 5 (Friday)		
Inclusive Time	Mins	Program
8:00 a.m. – 8:30 a.m.	30 min	Management of Learning
8:30 a.m. – 10:00 a.m.	90 min	WAP Orientation
10:00 a.m. – 10:15 a.m.	15 min	Health Break
10:15 a.m. – 12:00 p.m.	105 min	Post Test Closing Program End of the day evaluation/clearing house / other reminders
12:00 p.m. – 1:00 p.m.	60 min	Lunch Break
HOME SWEET HOME		