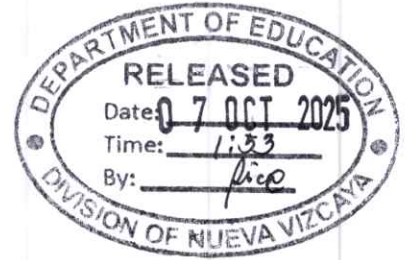




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya



06 October 2025

DIVISION MEMORANDUM
No. 476, s.2025

DIVISION ROLLOUT ON SCHOOL-BASED TRAINING FOR CAREER ADVOCATES

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Public and Private Elementary and Secondary School Heads
All others concerned

1. Pursuant to DM-OUOPS-2025-11-01492 dated February 25, 2025, titled "Career Guidance Program: School-Based Training of Career Advocates (CGP-SBTCA)," this Office, through the School Governance and Operations Division – Youth Formation Unit, shall host the roll-out for Cluster 2 (SDO Nueva Vizcaya and SDO Quirino) **School-Based Training for Career Advocates** on *October 13–17, 2025 at Highlander Hotel and Resort, Solano, Nueva Vizcaya*.
2. Program Management Teams (PMTs) are expected to be at the venue on October 12, 2025, at 1:00 p.m. for the necessary preparations.
3. To ensure that there is no disturbance of classes, the School Head shall guarantee that an alternate Teacher will take over the class of Teacher participant with the Instructional Plans prepared by them.
4. Attached herewith are the training matrix and the list of participants
5. Service credits for teaching personnel and Compensatory Time-Off (CTO) for non-teaching personnel shall be granted in lieu of the activity days that will fall on either holidays or weekends in accordance with DO No. 53, s. 2003 titled "Updated Guidelines on Grant of Vacation Service Credits for Teachers", respectively.
6. The provision of breakfast, morning snack, lunch, and afternoon snack throughout the duration of the activity shall be charged to the PSF, while expenses relative to participants' travel, accommodation, dinner, and other allowable expenditures incidental to the conduct of this activity shall be charged against the School Maintenance and Other Operating Expenses (MOOE) or local funds, subject to the usual accounting and auditing rules and regulations.
7. For relevant queries, you may contact Project Development Officer, Christian Lloyd T. Vicente, at christianlloyd.vicente@deped.gov.ph.
8. For information, guidance and compliance.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



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Enclosure 1 to Division Memorandum No. 476, s. 2025

PROGRAM MATRIX
SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)

DAY 0 (Sunday) October 12, 2025		
Arrival of Resource Persons And PMTs		
DAY 1 (Monday) October 13, 2025		
ARRIVAL OF PARTICIPANTS		
8:00 am – 10:00 pm		Arrival and Registration
10:30 pm – 12:00 pm	60 min	Opening Program - National Anthem - Ecumenical Prayer - DepEd QPS Opening Remarks Welcome Remarks Message - Introduction of Participants - Photo Documentation
12:00 nn-1:00 pm		Lunch Break
1:00 pm – 2:00 pm	60 min	Plenary 1: YFD CGP Introduction
2:00 pm – 3:15 pm	75 min	Plenary 2: Overview of Career Guidance Program
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:00 pm	45 min	Pre-test/ End of the day evaluation / Writing Activity / Reflection / Other Reminders
DAY 2 (Tuesday) October 14, 2025		
Inclusive Time	Mins	Program
8:00 am – 8:20 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M1S1: Guidance: Principles, Goals and other related Concepts CLASS 1: Rita A. Francisco CLASS 2: Rona Ria A. Obispo CLASS 3: Jaycel P. Granil
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	M1S2: Guidance Service and Clientele CLASS 1: Arwin C. Peralta CLASS 2: Ma. Katleen Maye A. Haban CLASS 3: Janette V. Calata
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:15 pm	75 min	M1S3: The History of Career Guidance CLASS 1: Jamie Cloudine A. Tubiera CLASS 2: Marietta Bongac CLASS 3: Jaycel P. Granil



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2:15 pm – 3:00 pm	45 min	M1S4: Career Education in the Context of Guidance
3:00 pm – 3:15 pm	15 min	Health Break
3:15pm – 3:45pm	30 min	M1S4: Career Education in the Context of Guidance CLASS 1: Michelle A. Carpio CLASS 2: Vilma S. Ramos CLASS 3: Avon Grace Villar
3:45 pm – 4:45 pm	60 min	M1S5: Theories for Career Choice and Development CLASS 1: Rita A. Francisco CLASS 2: Rona Ria A. Obispo CLASS 3: Jaycel P. Granil
4:45 pm – 5:00 pm	15 min	End of the day evaluation / Writing Activity / Reflection / other reminders

DAY 3 (Wednesday)
October 15, 2025

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 CLASS 1: Arwin C. Peralta CLASS 2: Ma. Katleen Maye A. Haban CLASS 3: Avon Grace Villar
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	M2S7: The Career Advocate CLASS 1: Michelle A. Carpio CLASS 2: Vilma S. Ramos CLASS 3: Ana Riza P. Maguigad
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:30 pm	90 min	M2S8: Linkage Development CLASS 1: Jamie Cloudine A. Tubiera CLASS 2: Rona Ria A. Obispo CLASS 3: Janette V. Calata
2:30 pm – 3:00pm	30 min	M3S9: Developing the Career- Conscious K-12 Graduate through Instruction as the Delivery System CLASS 1: Rita A. Francisco CLASS 2: Marietta Bongac CLASS 3: Avon Grace Villar
3:00 pm – 3:30 pm	30 min	Health Break
3:30 pm - 4:20 pm	50 min	M3S9: Developing the Career- Conscious K-12 Graduate through Instruction as the Delivery System
4:20 pm – 5:00 pm	40 min	End of the day evaluation / Writing Activity / Reflection / other reminders

DAY 4 (Thursday)
October 16, 2025

Inclusive Time	Mins	Program
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8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M3S10: Guidance Service as Delivery System CLASS 1: Michelle A. Carpio CLASS 2: Ma. Katleen Maye A. Haban CLASS 3: Janette V. Calata
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	M3S10: Guidance Service as Delivery System (continuation)
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 3:00 pm	120 min	M3S11: Co-curricular Activities as Delivery System CLASS 1: Jamie Cloudine A. Tubiera CLASS 2: Maria Dolores M. Ibasco CLASS 3: Ana Riza P. Maguigad
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:30 pm	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) CLASS 1: Arwin C. Peralta CLASS 2: Vilma s. Ramos CLASS 3: Ana Riza P. Maguigad
4:30 pm – 5:00 pm	30 min	End of the day evaluation/clearing house / other reminders

Day 5 (Friday)
October 17, 2025

Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	WAP Orientation Florence F. Esparrago
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	WAP Orientation/Individual WAP Output Post Test Closing Program End of the day evaluation/clearing house / Other reminders
12:00 pm – 1:00 pm	60 min	Lunch Break
HOME SWEET HOME		



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Enclosure 2 to Division Memorandum No. 476, s. 2025

List of Participants in
School-Based Training for Career Advocates

	School	Gender	Name	Position/Designation
1	Alfonso Castañeda NHS	Male	Jaybee D. Badua	T I
		Female	Myra G. Guevarra	T-III
2	Ambaguio HS	Male	Anthony P. Lapuz	T-II
		Female	Rheann B. Matis	T-II
3	Aritao NHS	Male	Jayson I. Pascua	T-III
		Female	Helen G. De Guzman	T-III
4	Bagabag NHS	Male	Mikel D. Bainto	T-II
		Female	Jenica Mae B. Cayan	T-I
5	Bambang NHS	Male	Alexis G. Fontanilla	T-II
		Female	Glanda P. Garcia	T-III
6	Bascaran NHS	Male	Jaypee G. Arquero	T-I
		Female	Maria Theresa Marlyn B. Ballesteros	T-III
7	Belance HS	Male	Charleston Basilio	T-III
		Female	Jasmin B. Paraguas	T-II
8	Binalian NHS	Male	Alex Daga	T-III
		Female	Jhona S. Bullecer	T-III
9	Bintawan NHS	Male	Xyrhyll Jayron P. Espiritu	T-III
		Female	Joanne C. Leorin	T-II
10	Bonfal NHS	Male	Elmer M. Tumacder	T-III
		Female	Margery R. Guillermo	T-III
11	Canabuan NHS	Male	Lester S. Calacala	T-II
		Female	Maureen B. Masa	T-II
12	Casat NHS	Male	Richard Reyes	T-I
		Female	Florence L. Bautista	T-III
13	Casecnan NHS	Male	Dexter P. Caanawan	T-III
		Female	Maribeth Caanawan	T-III
14	Diadi NHS	Male	Randy V. Galgo	MT-I
		Female	Arlene B. Herrera	T-II



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15	Dippog NHS	Male	Elon B. Belingon	T-III
		Female	Ethel Rhianie H. Sinacay	T-II
16	Dupax del Norte NHS	Male	Ryan D. Nesperos	T-III
		Female	Elve V. Bañaga	T-III
17	Dupax del Sur NHS	Male	Jurivic P. Liwliw	T-III
		Female	Elizabeth P. Adducul	T-III
18	Eastern Nueva Vizcaya NHS	Male	Mharjun C. Lampa	T-II
		Female	Irene T. Tobiagon	MT-II
19	Ganao NHS	Male	Allen S. Pardiñas	T-I
		Female	Mercedes C. Alperéz	T-III
20	Kasibu National Agricultural School	Female	Cristine Jessa C. Gaerlan	T-III
		Male	Jay Lord G. Piduana	T-III
21	Kayapa HS	Male	Jay V. Guillermo	T-II
		Female	Quiren Joy B. Corpuz	T-III
22	Kongkong Valley NHS	Male	Arnulfo M. Carnate	T-III
		Female	Lea O. Jacinto	T-III
23	Lamo NHS	Male	Nhorbert C. Simbanan	T-II
		Female	Eloisa Vianney O. Fernandez	T-II
24	Malabing Valley NHS	Male	Marlon Gullingay	T-III
		Female	Julienne D. Tadao	MT-I
25	Munguia NHS	Male	Ronald O. Peralta	T-I
		Female	Fatima O. Hindac	T-III
26	Murong AFS	Male	Junel B. Cachero	T-II
		Female	Mary Joy Lazaro	T-III
27	Nansiakan NHS	Male	Dennis L. Wais	T-III
		Female	Jay Bee B. Halawad	T-I
28	Nueva Vizcaya GCHS	Female	Marilou Moreno L. Perez	T-III
		Male	Emil John S. Elizaga	T-III
29	Paima NHS	Male	Michael Ivone B. Catap	T-III
		Female	Angelique N. Timmanan	T-II
30	Paniki HS	Male	Albert V. Florida	T-III
		Female	Emely L. Velasco	T-III
31	Pinayag NHS	Male	Adonis M. Velasco	T-I



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		Female	Melina S. Caslangan	T-III
32	Quezon NHS	Female	Divina Gracia P. Arzadon	T-III
		Male	Eugene P. Calingayan	T-III
33	Runruno NHS	Male	Eric A. Guibac	T-III
		Female	Mylene M. M	T-III
34	Salinas HS	Male	Leomarr Ysrael A. Disay	T-I
		Female	Jasmin A. Cayatoc	T-III
35	Santa Fe NHS	Male	Melanio Noe O. Manipon	T - III
		Female	Laarni R. Imperial	T - I
36	Solano HS	Male	Justin Jacob R. Perez	T-I
		Female	Janine Mae R. Bonita	T-I
37	Sta. Clara HS	Male	Montano P. Bunglay Jr	T-III
		Female	Elizabeth T. Guieb	T-III
38	Sta. Cruz Pingkian HS	Male	Ricardo E. Jueves Jr	T-III
		Female	Bilenia A. Aladog	T-II
39	Tuao HS	Male	Carl Hendrick R. Rabut	T-II
		Female	Lydia L. Barbosa	T-III
40	Uddiawan NHS	Male	Mark Ryan F. Morales	T-III
		Female	Veless Mhae G. Santos	T-III



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Best Performing Team

Name	Position	Role
Orlando E. Manuel PhD, CESO V	SDS	Consultant
Adonis C. Ceperez EdD, CESE	ASDS	Consultant
Romulo S. Ancheta PhD	Chief Education Supervisor	Consultant
Wilhelmina Castro PhD	EPS-ESP	Proponent/Facilitator
Florence F. Esparago	OIC, SEPS-HRD	Proponent/Facilitator
Marc Henrick R. Nicanor	PDO-I	Proponent/Facilitator
Christian Lloyd T. Vicente	PDO-I	Proponent/Facilitator
Noli Mar M. Navarro	SEPS-SMME	QAME Focal Person
Jessie Balut	Guidance Councilor	Secretariat/Facilitator
Kristine Jocel M. Nicanor	AO-II	Secretariat/Facilitator
Rexelda Bancod	AO-II	Secretariat/Facilitator
Herbert Mangabat	OIC-EPS	Secretariat/Facilitator
Christian C. Cuaresma	Teacher III	Facilitator
Ben Llantada	Nurse-II	Health and Wellness
Julius Panganiban	Nurse-II	Health and Wellness
Howard Jean Francois Dloes II	ICT Officer	ICT Support

