

11 August 2026

ORLANDO E. MANUEL

Schools Division Superintendent

Schools Division of Nueva Vizcaya

Department of Education

E-Mail Address: nuevavizcaya@depedro2@gmail.com

SUBJECT: REQUEST FOR THE ISSUANCE OF AN ADVISORY AND INVITATION TO THE CERTIFICATE COURSE IN GUIDANCE AND COUNSELING BY ST. PAUL UNIVERSITY MANILA

Dear **SDS MANUEL**:

This communication is respectfully transmitted to request the issuance of an official Advisory for the widespread dissemination and invitation of interested parties, teaching personnel, and related entities to the Certificate Course in Guidance and Counseling offered by St. Paul University Manila.

The aforementioned academic offering is an 18-unit program specifically structured to capacitate educational professionals in responsive school-based guidance and mental health programs. Eligibility for admission requires prospective applicants to hold any Bachelor's degree from a CHED-recognized Philippine higher education institution. To accommodate the operational schedules of working professionals, the coursework will be delivered via an online modality, utilizing both synchronous and asynchronous sessions during weekends. The academic calendar for this course is slated to commence on September 5, 2026, and will conclude in December 2026.

The comprehensive curriculum is distributed across essential disciplines, comprising the following modules:

- Foundations of Guidance and Counseling
- Counseling Theories, Tools and Techniques
- Psychological Assessment
- Organization and Administration of Guidance Services
- Group Process and Program Development
- Career Development and Counseling

Completion of this institutional program strictly aligns with the competency requirements for the School Counselor Associate position, as stipulated under CSC Resolution No. 2600920. Furthermore, it serves as a definitive pathway for educators pursuing further administrative studies or official licensure in the field of Guidance and Counseling.

In view of the imperative to strengthen student support systems and psychological interventions across the basic education sector, we formally request the issuance of an agency advisory to cascade this program to the field offices.

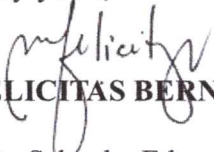
MEMORANDUM		Date: 08/12/26	Released/Records: 1/10
To:	☒ PSDS/DICs	☒ Elem/Sec School Heads	
	☒ Private Schools	☒ Others:	
For:	☒ Information	☒ Dissemination	
	☒ Guidance	☐ Strict Compliance	
ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent			
By:	☐ ASDS	☐ CID Chief	☐ SGOD Chief
	☐ AO	☒ Atty	Signature:

For technical details, documentary requirements, and structured payment schedules, interested individuals are directed to coordinate directly with St. Paul University Manila through the following official channels:

- **Admissions Portal:** <https://college.spumanila.edu.ph/>
- **Email:** admissions@spumanila.edu.ph
- **Contact Number:** (0917) 182 2910

For your favorable consideration and immediate action.

Very truly yours,


SR. FELICITAS BERNARDO, SPC

Dean

Graduate School – Education and Liberal Arts
St. Paul University Manila