



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 25, 2026

DIVISION MEMORANDUM

No. 583 s. 2026

**PARTICIPANT TO ATTEND THE ATTEND NATIONAL TRAINING
OF CAREER GUIDANCE PROGRAM (CGP)
CORE TRAINERS PHASE 5**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors, Principals In-Charge of the District
Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public/Private Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is the Regional Memorandum No. 966, s. 2026, dated September 23, 2026, from the Department of Education – Region VI, regarding the list of participants to attend the participants to attend **National Training of Career Guidance Program (CGP) Core Trainers Phase 5**, at Elijah Hotel, Dasmariñas City, Cavite on October 5-9, 2026.
2. Travel and other expenses incurred by the participating Registered Guidance Counselor on the conduct of above-mentioned activity shall be charged against Program Support Fund of the Youth Formation Unit subject to the usual accounting and auditing rules and procedures.
3. Full support, cooperation and immediate dissemination of this memorandum are desired.

FELICIANO C. BUENAFE JR. CESO V
Schools Division Superintendent

Encl.: As Stated

Reference: Regional Memorandum No. 966, s. 2026

To be indicated in the Perpetual Index

Under the following subjects:

PERSONNEL

TRAINING

YOUTH FORMATION

ACCS



Población, Numancia, Aklan

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Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

SEP 23 2026

REGIONAL MEMORANDUM

No. 966 s.2026

**CONDUCT OF THE NATIONAL TRAINING OF CAREER GUIDANCE
PROGRAM (CGP) CORE TRAINERS PHASE 5**

To: All Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OM-OUOPS-2026-10-01270 dated August 13, 2026, from **Hon. Malcolm S. Garma**, Undersecretary for Governance and Operations, regarding the **Conduct of the National Training of Career Guidance Program (CGP) Core Trainers Phase 5** at **Elijah Hotel, Dasmariñas City, Cavite** on **October 5 – 9, 2026**.

2. The participants of Region VI in this activity are the following:

NAME	POSITION/ DESIGNATION	STATION
Mary Hope S. Cahilig, RGC	Guidance Counselor III	SDO Aklan
Jover P. Bernabe, LPT, RGC	Guidance Counselor III	SDO Antique
Kareen B. Arcenas, RGC	Guidance Counselor III	SDO Iloilo
Junenalyn Grace C. Delfin, RGC	Guidance Counselor III	
Jonalyn R. Pauchano, RGC	Guidance Counselor III	
Elizabeth A. Pambo, RGC	Guidance Counselor III	
Maria Wendy A. Aligaen, RGC	Teacher III/Guidance Designate	
Bernadette Ballener, RGC	Teacher VI	SDO Iloilo City
Desiree Belle Zuniga, RGC	Teacher V	
Angelica Mae D. Castañaday, LPT, RGC	Teacher I/Guidance Designate	SDO Roxas City

3. The participants are requested to confirm their attendance through <https://forms.cloud.microsoft/r/jZTT7sHykt>.



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REGION VI – WESTERN VISAYAS

4. The final venue of the said activity will be communicated directly to the participants via email or through an advisory.
5. The school heads of the teacher-participants, through their respective Schools Division Offices (SDOs), are directed to make the necessary adjustments in class schedules for the affected classes to ensure uninterrupted learning and to maximize time-on-task engagement, thereby optimizing student outcome. Additionally, a Class Arrangement Plan, attached as Enclosure 1 to this Memorandum, shall be prepared to ensure that the classes of the identified teacher-participants are covered by other teachers for uninterrupted instructional delivery.
6. The travel expenses of all the participants shall be charged against their respective local funds, Program Support Funds, School MOOE, and other available funds, subject to the usual existing accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Regional Director

Encl.: As stated
Reference: Memorandum (OM-OUGOPS-2026-10-01270)
To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS
LEARNERS
PROGRAMS

DSB/ESSD-RM Conduct of the National Training of Career Guidance Program (CGP) Core Trainers Phase 5
158/September 17, 2026



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Enclosure 1

CLASS ARRANGEMENT PLAN

For: [Insert Activity/Reason for Absence]

Date: _____

Prepared by: [School Head/Coordinator Name]

1. Overview

This plan outlines the arrangements made for class coverage during the absence of teachers who are participating in [insert activity]. The goal is to ensure that learning continues without interruption.

2. Class Schedule & Substitute Assignments

Teacher	Subject/Class	Date(s) of Absence	Substitute Teacher	Signature of the Substitute Teacher	Notes
[Teacher Name 1]	Subject/Class Name	Start Date – End Date	Substitute Name		Special instructions if any
[Teacher Name 2]	Subject/Class Name	Start Date – End Date	Substitute Name		Special instructions if any
[Teacher Name 3]	Subject/Class Name	Start Date – End Date	Substitute Name		Special instructions if any

3. Class Fusion Plan (If Applicable)

In situations where there are subject vacancies or where classes with minimal enrollments can be fused, the following arrangements will be made:

Affected Classes	Subject	Class Strength	Combined Class	Teacher Assigned	Notes
[Class Name 1]	[Subject Name]	[Number of Students]	[Number of Students]	Assigned Teacher Name]	[Special instructions if any]
[Class Name 2]	[Subject Name]	[Number of Students]	[Number of Students]	Assigned Teacher Name]	[Special instructions if any]

4. Communication

- Students & Parents: Notification of the schedule adjustment and fusion will be communicated via [insert method: email, GC, Messenger, school website, etc.].
- Substitutes: Substitutes will be briefed on class expectations and lesson plans before the date of absence.

5. Learning Materials

All necessary learning materials, including lesson plans, textbooks, and any digital resources, will be made available to substitutes and teachers managing combined classes prior to the activity date.

6. Monitoring and Feedback

Post-activity, we will gather feedback from substitutes, teachers, and students to evaluate the effectiveness of this arrangement and make any necessary adjustments for future events.

7. Approval

Prepared by:

[School Head/Coordinator Name]

[Signature]

[Date]



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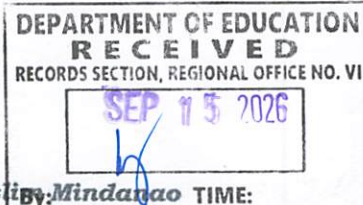
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Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

OM-OUOPS-2026-10-0170



FOR : *Regional Directors*
Minister, Bangsamoro Autonomous Region in Muslim Mindanao
Regional and Division Youth Formation Coordinators
Regional and Division Edukasyon sa Pagpapakatao, GMRC, and
Values Education Supervisors
NEAP-Regional Focal Persons
Schools Division Superintendents
School Heads
CGP Lead and Core Team Trainers
All Other Concerned

FROM : **MALCOLM S. GARMA**
Undersecretary for Governance and Operations

SUBJECT : **CONDUCT OF THE NATIONAL TRAINING OF CAREER GUIDANCE PROGRAM (CGP) CORE TRAINERS PHASE 5**

DATE : August 13, 2026

The Career Guidance Program (CGP), as anchored on Republic Act No. 11206 or the *Secondary Career Guidance and Counseling Act of 2019*, aims to institutionalize career guidance and counseling programs in public and private secondary schools nationwide. The program seeks to assist learners in making informed decisions regarding their education, training, and future career pathways by providing them with relevant information about various career options, labor market trends, and opportunities in higher education and technical-vocational education. Through the implementation of the CGP, learners are expected to develop self-awareness, career planning skills, and readiness to pursue lifelong learning and productive employment.

Within the Department of Education (DepEd), the Career Guidance Program (CGP) is implemented through the collaborative efforts of the Office of the Undersecretary for Governance and Operations (OUGOPS), particularly the Bureau of Learner Support Services–Youth Formation Division (BLSS-YFD); the Learning Systems Strand through the Bureau of Curriculum Development (BCD); and the National Educators Academy of the Philippines (NEAP).

Through the collaborative efforts of these offices, several CGP initiatives have been implemented to strengthen the program's implementation and intended outcomes. Among these initiatives is the series of **Training of Core Trainers**, wherein **Registered Guidance Counselors (RGCs)** are invited to undergo capacity-building activities.





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Thereafter, the trained RGCs are expected to cascade their knowledge and expertise by conducting the **School-Based Training of Career Advocates (SBTCA)** in their respective regions, ensuring the effective implementation of the CGP at the school level. Through this initiative, designated and trained Career Advocates will implement the CGP in coordination with RGCs assigned to their respective schools and divisions.

To achieve this target, the OUGOPS through the BLSS-YFD in coordination with BCD and NEAP will conduct the **National Training of Career Guidance Program (CGP) Core Trainers (Phase 5)**. This training is scheduled from **October 5 - 9, 2026**, at **Elijah Hotel, Dasmariñas City, Cavite**.

Thus, this office respectfully requests the **Regional Offices** to nominate **teaching and non-teaching personnel who are Registered Guidance Counselors (RGCs)** as provided below:

Regions	Target Number of Teaching and Non-Teaching Personnel Registered Guidance Counselors (RGCs)
Region 1	15
Region 2	10
Region 3	32
Region 4A	15
Region 4B	5
Region 5	20
Region 6	10
Region 7	10
Region 8	5
Region 9	5
Region 10	15
Region 11	15
Region 12	5
BARMM	5
CAR	10
CARAGA	3
NCR	15
NIR	5
Total	200

All Regional Focal Persons (RYFCs, NEAP-R, and ESSD) are requested to facilitate the identification and submission of the final list of participants to BLSS-YFD via email at blss.yfd@deped.gov.ph on or before **September 18, 2026**. Identified RGCs are also required to pre-register through this link: <https://forms.cloud.microsoft/r/jZTT7sHykt>.

Additionally, all CGP Lead Writers and Registered Guidance Counselors (RGCs) who are part of the Core Team Trainers (Annex A) are directed to attend as they will serve as Resource Persons (RPs) and trainers for the said activity. They are also requested to attend the briefing on **Monday, October 5, 2026, at 10 a.m. at the training venue**, prior to the commencement of the activity.



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For reference, **Annex A** outlines the **CGP Trainers and Program Management Team**, while **Annex B** details the **CGP Program of Activities**.

All travel expenses of all participants and RPs shall be charged against their respective office local funds, Program Support Funds, School MOOE, and other available sources of funds, in accordance with existing accounting and auditing rules and regulations of the Department. The final venue of the said activity will be communicated directly to the participants via email or an advisory.

For further information, inquiries, or concerns regarding this event, please reach out to BLSS-YFD through email at blss.yfd@deped.gov.ph.

Immediate dissemination and compliance are highly appreciated.

[BLSS-YFD/CMP/07272026]



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ANNEX A.

CGP Lead Writers and Trainers

CGP Lead Writers / Trainers			
Name	Designation / Position	Region & Division	School
Lorena Maria Castillo	Guidance Counselor	SDO Quezon City, NCR	Lagro SHS
Marlon Lalaguna	Master Teacher	SDO Valenzuela City, NCR	General Tiburtio de Leon NHS
Princess P. Gonzales	Guidance Designate	SDO Pampanga, Region III	Camba NHS
Bernadette L. Lejarde	Master Teacher I	SDO Pampanga, Region III	Betis NHS
Melani O. Mandin	Senior Education Program Specialist	Region XI	N/A

Core Team Trainers

Region	Division	Name	Designation / Position
Region I	Laoag City	Rosalie O. Lingaling	Guidance Coordinator III
Region I	San Carlos City	Sheridan S. Manamtam	Guidance Counselor III
Region II	Cagayan	Ma. Aleli M Mabborang	Guidance Counselor III
Region III	San Jose City	Anna Marie A. Somera	Guidance Counselor III
Region III	San Jose del Monte	Marion S. Arcenas	Master Teacher II
Region III	Gapan City	Ma. Concepcion M. De Rueda	Guidance Coordinator III
Region IV-A	Batangas City	Sheena Wella G. Arguelles	Guidance Coordinator III
Region IV-A	Rzal	Jean U. Basas	Guidance Counselor
Region IV-A	Quezon	Mitos Amadel S. Villamor	Guidance Counselor III
Region IV-A	Cavite Province	Earl Sanderson G. Tibayan	Guidance Counselor
Region IV-B	Calapan City	Efsael G. Marcelo	Guidance Counselor II
Region IV-B	Oriental Mindoro	Jo Anne N. Manjares	Guidance counselor II
Region IV-B	Puerto Princesa City	Floyd A. Socrates	Guidance Counselor III
Region V	Camarines Norte	Ivy Denice M. Abogado	Guidance Counselor I
Region V	Camarines Sur	Ramonicka G. Capistrano	Guidance Counselor II
Region V	Camarines Sur	Melvin R. Silos	Guidance Counselor II
Region V	Camarines Sur	Rhodilyn P. Asido	Guidance Counselor II
Region V	Camarines Sur	Antonio Caesar Valencia	Teacher I
Region V	Camarines Sur	Mary Porteria H. Ancheta	Guidance Counselor II
NIR	Negros Occidental	Marylou B. Saban	Guidance Coordinator III
Region VII	Lapu-Lapu City	Junides O. Aro	Guidance Counselor II
Region VII	Talisay City	Niña Erica U. Omayao	Guidance Counselor II
Region X	Iligan City	Joan B. Cañeda	Guidance Coordinator III



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Core Team Trainers			
Region	Division	Name	Designation / Position
Region X	Lanao del Norte	Beverly M. Daloyon	Guidance Coordinator III
Region X	Misamis Occidental	Colcen Franchette Q. Lasta	Guidance Counselor II
Region XI	Davao del Norte	Urbano Q. Jumamil Jr.	Head Teacher
Region XII	Kidapawan City	Lucita Sunshine G. Balucos	Guidance Counselor II
Region XII	Tacurong City	Quirico M. Batilaran, jr	Guidance Counselor II
CARAGA	Agusan del Sur	Maribel B. Salvadico	Guidance Counselor II
NCR	Caloocan	Jocelyn DG. Antipala	Guidance Counselor III
NCR	Caloocan City	Angelo Kristoferson V. Angeles	Guidance Counselor I



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ANNEX B.

PROGRAM OF ACTIVITIES

**NATIONAL TRAINING OF CAREER GUIDANCE PROGRAM (CGP) CORE
TRAINERS PHASE 5**

DAY 1 (Monday) October 5, 2026		
Inclusive Time	Mins	Program
ARRIVAL OF PARTICIPANTS		
8:00 am – 12:00 pm		Arrival and Registration
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:00 pm	60 min	Opening Program • National Anthem • Ecumenical Prayer • DepEd QPS • Welcome Remarks/ Message • Introduction of Participants • Photo Documentation
2:00 pm – 3:00 pm	60 min	Plenary 1: YFD CGP Introduction
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:30 pm	75 min	Plenary 2: Overview of Career Guidance Program
4:30 pm – 5:00 pm	30 min	Pre-test/ End of the day evaluation / Writing Activity / Reflection /Other Reminders

DAY 2 (Tuesday) October 6, 2026		
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
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	M1S2: Guidance Service and Clientele
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:15 pm	75 min	M1S3: The History of Career Guidance
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
3:45 pm – 4:45 pm	60 min	M1S5: Theories for Career Choice and Development
4:45 pm – 5:00 pm	15 min	End of the day evaluation / Writing Activity / Reflection / Other reminders



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DAY 3 (Wednesday) October 7, 2026		
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 pm	105 min	M2S7: The Career Advocate
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:30 pm	90 min	M2S8: Linkage Development
2:30 pm – 3:00pm	30 min	M3S9: Developing the Career- Conscious K-12 Graduate through Instruction as the Delivery System
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 8, 2026		
Inclusive Time	Mins	Program
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
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
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)
4:30 pm – 5:00 pm	30 min	End of the day evaluation / clearing house / Other reminders

Day 5 (Friday) October 9, 2026		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M4S13: Facilitation Skills
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	Individual Review Session/WAP Orientation/Post Test Closing Program
12:00 pm – 1:00 pm	60 min	End of the day evaluation / clearing house / other reminders
Lunch Break		
HOME SWEET HOME		