



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

23 September 2025

DIVISION MEMORANDUM
No. 664 s. 2025

**JOINT TRAINING OF SDO TAYABAS CITY AND SDO LUCENA CITY ON
SCHOOL-BASED TRAINING FOR CAREER ADVOCATES (SBTCA)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to **Regional Memorandum 630 s. 2025** titled **Conduct of the Career Guidance Program School-Based Training for Career Advocates (SBTCA)**, the SDO Tayabas City in collaboration with SDO Lucena City will conduct **Joint Training on School-Based Training for Career Advocates (SBTCA)** from **October 13-16, 2025** at **St. Jude Coop and Hotel Event Center, Brgy. Isabang, Tayabas City**.
2. This activity aims to increase the number of career advocates in schools and capacitate them with a solid understanding of the Career Guidance Program (CGP), enabling them to effectively deliver career guidance grounded in DepEd policy and responsive to learner needs.
3. Participants to this activity are select Guidance Counselors/ Designates. All participants are requested to pre-register at <https://tinyurl.com/SBTCAPreReg1025> until **September 30, 2025**.
4. Travel and other expenses related to this shall be charged to MOOE or other available local funds subject to the usual accounting and auditing rules and regulations.
5. Attached are Enclosure 1 – list of participants, Enclosure 2 – Program Matrix, and Enclosure 3 – Program Management Team.
6. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: RM 630, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

JOINT TRAINING
SCHOOL-BASED TRAINING
CAREER ADVOCATES

SGOD- school-based training for career advocates (sbtca)
QP55G-000039 / September 23, 2025

Enclosure 1

LIST OF PARTICIPANTS

NO.	NAME	SEX	SCHOOL
1	REMENCHIE G. PALINES	Female	DAPDAP INTEGRATED SCHOOL
2	CRISTOPHER L. CABLAIDA	Male	BUENAVENTURA ALANDY NATIONAL HIGH SCHOOL
3	RODEL G. SUMBILLA	Male	RQINHS
4	ARLENE Q. POLINTAN	Female	DAPDAP INTEGRATED SCHOOL
5	SCARLET F. DELOS SANTOS	Female	LUIS PALAD INTEG HS
6	ROSEMARIE I. LANDICHO	Female	LUIS PALAD INTEG HS
7	GREGORIO G. CONSTANTINO	Male	LUIS PALAD INTEGRATED HS
8	RONALD P. REAVILES	Male	LUIS PALAD INTEGRATED HS
9	MILDRED P. ANOSO	Female	ROSARIO QUESADA INHS
10	MONINA GRACE M. VILLA	Female	ROSARIO QUESADA INHS
11	MARIZ M. ROZOL	Female	ILASAN INTEGRATED SCHOOL
12	JESELLE R. ESCOBINAS	Female	WEST PALALE NATIONAL HIGH SCHOOL
13	DEANNE JHOANNA J. ENCANTO	Female	WEST PALALE NATIONAL HIGH SCHOOL
14	JESS L. AWA	Male	PANDAKAKE IS

Enclosure 2

PROGRAM MATRIX

DAY 1 – OCTOBER 13, 2025		
TIME	TOPIC / ACTIVITY	PERSON RESPONSIBLE
7:00 AM- 8:00 AM	Arrival and registration	
8:00 PM – 9:30 AM	OPENING PROGRAM <ul style="list-style-type: none"> Philippine National Anthem Opening Prayer SDO Lucena Hymn DepEd Quality Policy Statement Acknowledgement of Participants Welcome Remarks Inspirational Message 	AVP AVP AVP AVP ROLAN B. CATAPANG <i>SEPS – HRD</i> EPIFANIA F. CARANDANG <i>SGOD Chief</i> SUSAN DL. ORIBIANA <i>SDS – Lucena City</i> CELEDONIO B. BALDERAS <i>SDS – Tayabas City</i>
9:30 AM –10:30 AM	Plenary 1: YFD CGP Introduction	PMT
10:30 AM–10:45 AM	Health Break	
10:45 AM-12:00 PM	Plenary 2: Overview of Career Guidance	PMT
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 2:30 PM	M1S1: Guidance, Principles, Goals and other related Concepts	Shane S. Leynes
2:30 PM – 3:30 PM	M1S2: Guidance Service and Clientele	Sarah Catrina D. Portes
3:30 PM – 3:45 PM	Health Break	
3:45 PM - 4:45 PM	M1S2: Guidance Service and Clientele	Sarah Catrina D. Portes
4:45 PM – 5:00 PM	End of day evaluation/ writing Activity/ Reflection/ Other Reminders	PMT
DAY 2 – OCTOBER 14, 2025		
8:00 PM- 8:30 AM	Management of Learning	Group 2
8:30 AM – 9:45 AM	M1S3: The History of Career Guidance	Marinesa Villamater
9:45 AM -10:00 AM	Health Break	
10:00 AM-11:15 AM	M1S4: Career Education on the Context of Guidance	Martha Ysabelle A. Venezuela
11:15 AM–12:15 NN	M1S5: Theories of Career Choice and Development	Marinesa Villamater
12:15 NN -1:15 PM	Lunch Break	

1:15 PM - 2:45 PM	M2S6: Legal Bases of Career Guidance in the Philippines	Sarah Catrina D. Portes
2:45 PM - 3:00 PM	Health Break	
3:00 PM - 4:45 PM	M2S7: The Career Advocates	Shane S. Leynes
4:45 PM - 5:00 PM	End of day evaluation/ writing Activity/ Reflection/ Other Reminders	
DAY 3 - OCTOBER 15, 2025		
8:00 PM- 8:30 AM	Management of Learning	Group 3
8:30 AM – 10:00AM	M2S8: Linkage Development	Martha Ysabelle A. Venezuela
10:00 AM –10:15AM	Health Break	
10:15 AM-11:05 AM	M2S9: Developing the Career-Conscious K-12 Graduate through Instructions as the Delivery System	Shane S. Leynes
11:05 AM - 12:00PM	M3S10: Guidance Service as Delivery System	Martha Ysabelle A. Venezuela
12:00 PM - 1:00 PM	Lunch Break	
1:00 PM - 2:00 PM	M3S10: Guidance Service as Delivery System	Martha Ysabelle A. Venezuela
2:00 PM -3:00 PM	M3S11: Co-curricular Activities as Delivery System	Sarah Catrina D. Portes
3:00 PM - 3:30 PM	Health Break	
3:30 PM - 4:30 PM	M3S11: Co-curricular Activities as Delivery System	Sarah Catrina D. Portes
4:30 PM - 5:00 PM	End of day evaluation/ writing Activity/ Reflection/ Other Reminders	
DAY4 - OCTOBER 16, 2025		
8:00 PM- 8:30 AM	Management of Learning	Group 4
8:30 AM - 9:45 AM	M3S12: DO 30 s.2017 Guidelines for Work Immersion and DO 30 s. 2018 Clarifications and Additional Information to DO 30 s.2017	Marinesa Villamater
9:45 AM -10:00 AM	Health Break	
10:00 AM-12:00 NN	WAP Orientation	PMT
12:00 NN -1:00 PM	Lunch Break	
1:00 PM - 5:00 PM	Individual WAP Output Post Test Closing Program End of day evaluation/ writing Activity/ Reflection/ Other Reminders	PMT

Enclosure 3

PROGRAM MANAGEMENT TEAM

Overall Chairperson: Celedonio B. Balderas, Jr. — SDS (Tayabas)
Susan DL. Oribiana – SDS (Lucena)

Co-Chairperson: Herbert D. Perez — ASDS (Tayabas)
Edenia O. Libranda – ASDS (Lucena)

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo Edwin R. Rodriguez Epifania F. Carandang Myla K. Mendiola Eden E. Reazo	<ul style="list-style-type: none"> ➤ Oversee the implementation of the entire program. ➤ Orients the PMT and resource persons on their terms of reference and details of the program design ➤ Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards ➤ Leads the debriefing sessions with the PMT and resource speakers
Learning Manager	Luzviminda E. Saludaes Joseph Jay Aureada Rolan B. Catapang Barbara Jane E. Barron Rosebelle F. Castrillo Donna L. Malasarte	<ul style="list-style-type: none"> ➤ Leads the conduct of the program per session room ➤ Ensures that the program is carried out based on the detailed design in collaboration with the resource persons ➤ Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and normsetting activities and by addressing emerging learning needs ➤ Facilitates management of learning activities as scheduled and as needed ➤ Facilitates integration session at the end of the intervention, including preparation of Work Application Plan
Resource Speakers	Marinesa A. Villamater Sarah Catrina Portes Shane M. Leynes Martha Ysabelle Venezuela	<ul style="list-style-type: none"> ➤ Applies effective presentation and facilitation techniques in conducting assigned sessions ➤ Provides expert content input during learning sessions

M&E Coordinator	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> ➤ Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT ➤ Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist ➤ Applies process observation and prescribed tools to monitor and evaluate program delivery ➤ Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing ➤ Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation ➤ Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter	<p>Nicole May L. Lumanglas</p> <p>La Trisha Dalit</p> <p>Rosebelle F. Castrillo</p> <p>Donna L. Malasarte</p>	<ul style="list-style-type: none"> ➤ Documents the proceedings of the learning sessions using the prescribed documentation template ➤ Take photos of the different parts of the program delivery
Secretariat	<p>Nicole May L. Lumanglas</p> <p>La Trisha Dalit</p> <p>Rosebelle F. Castrillo</p> <p>Donna L. Malasarte</p>	<ul style="list-style-type: none"> ➤ Attends to registration needs of learners/ participants ➤ Ensures that the learners/ participants fill up attendance sheets every day. ➤ Assists in the distribution of learning materials and supplies ➤ Assists in posting and collection of session outputs ➤ Compiles session documents and learning resource materials
Welfare Officer	<p>Day 1: Patrick Miguel T. Palacio</p> <p>Day 2: Carlo Joseph V. Castillo</p> <p>Day 3: Harvey T. Natividad</p> <p>Day 4: Julie Carmel U. La Rosa</p>	<ul style="list-style-type: none"> ➤ Ensures that provisions for inclusion, safety, security, health, and wellness of learners/ participants, PMT, and resource persons are adequate and available at all times in the venue ➤ Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.

Logistics Officer	Luzviminda E. Saldares Rolan B. Catapang	<ul style="list-style-type: none"> ➤ Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program ➤ Leads ocular inspection of venues to ensure adherence to standards and specifications ➤ Checks that session rooms are always ready for use and conducive to learning
Finance Officer/ s	c/o SDO Lucena City	<ul style="list-style-type: none"> ➤ Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation ➤ Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices ➤ Monitors and documents all disbursements against budget to support liquidation ➤ Liquidates all fund disbursement and prepares a financial report