



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

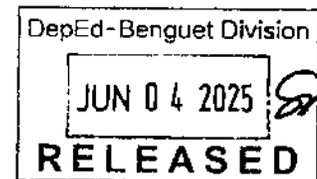
03 June 2025

DIVISION MEMORANDUM

No. 240s. 2025

SCHOOL BASED TRAINING FOR CAREER ADVOCATES (SBTCA)

TO: Chief Education Supervisors
PSDSs/PSDIs
Public School Heads
All others concerned



- 1) In reference to RM 354, s. 2025 titled "Downloading of Program Support Funds and the Implementing Guidelines on the Conduct of the Career Guidance Program School Based Training of Career Advocates (SBTCA)", this office, through the Human Resource Development Section, in coordination with the Youth Formation Unit and Curriculum and Implementation Division (CID), shall conduct the School Based Training for Career Advocates from **June 9 to 13, 2025**.
- 2) Listed in Enclosure 1 are the participants along with their corresponding classes and venues.
- 3) Meals and snacks shall be charged to PSF-CGP SBTCA, while accommodation, travel expenses, and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
- 4) The first meal shall be served at lunch on June 9, 2025, and the last meal shall be served at lunch on June 13, 2025.
- 5) Teacher participants are entitled to **one day service credit**, while non-teaching Program Management Team (PMT) members are entitled to **one day Compensatory Time-off (CTO)** for June 12, 2025, provided that the prescribed documentary requirements stated in DepEd Order 13, s. 2024 are complied.
- 6) The **PMT members** shall report at **9:00 AM** on **June 9, 2025** for the preparation of venue and training materials.
- 7) Attached are the list of participants, PMT members, and activity matrix.
- 8) This memorandum shall serve as authority to travel on official business for the participants as well as the PMT members.



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9) For questions and concerns, please contact Xylene Grail D. Kinomis, SEPS-HRD, at xylengrail.kinomis@deped.gov.ph, Murphy S. Liswid, DYFC, at sdobenguet.yfd@deped.gov.ph, or Erlinda C. Quinuan, EPS-Values Ed., at erlinda.quinuan@deped.gov.ph.

10) For dissemination and compliance.


ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and
Concurrent Officer In-charge
Office of the Schools Division Superintendent

SGOD/LBA/YF



Republic of the Philippines
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Enclosure No. 1 to SDO Memorandum No. 149 s. 2025

List of Participants

Note: Venue for Plenary sessions (Day 1 and Day 5) shall be at Calajo Km.6, La Trinidad, Benguet

Class 1			
Venue: Calajo Km.6, La Trinidad, Benguet			
No.	District	School	Name
1	Atok	Camp 30 National High School	Delfina B. Gabriel
2	Atok	Camp 30 National High School	Neil Clarence P. Sofla
3	Atok	Franklin Guy Haight National High School	Meriam M. Dicos
4	Atok	Franklin Guy Haight National High School	Catherine L. Milo
5	Bakun	Ampusongan National High School	Ednaly D. Paciteng
6	Bakun	Ampusongan National High School	Elio B. Dominglos
7	Bakun	Bagu Integrated School	Rimar G. Degsi
8	Bakun	Bagu Integrated School	Shylanie B. Pulano
9	Bakun	Bakun National High School	Anthonette D. Dao-Ines
10	Bakun	Bakun National High School	Beverly B. Angluben
11	Bakun	Palidan Integrated School	Arnel Tamtam
12	Bakun	Palidan Integrated School	Jenelyn B. Pinmiliw
13	Bakun	Sinacbat NHS	Jesabell Fe C. Lag-Asan
14	Bakun	Sinacbat NHS	Jennifer A. Tanguid
15	Bokod	Ambangeg National High School	George K. Bolido
16	Bokod	Ambangeg National High School	Lyka G. Selmo
17	Bokod	Ambuklao NHS	Lelaiza S. Sama
18	Bokod	Ambuklao NHS	Arnel A. Andaloy
19	Bokod	Bokod National High School	Rhael D. Domis
20	Bokod	Bokod National High School	Doro C. Wakit
21	Bokod	Daklan National High School	Dianette Rose C. Busilan
22	Bokod	Daklan National High School	Aileen Cayas-Onil
23	Buguias	Amlimay Integrated School	Veronica T. Baguilet
24	Buguias	Amlimay Integrated School	May Ann S. Palubos
25	Buguias	Bangao National High School	Mary Jane D. Manuel
26	Buguias	Bangao National High School	Cherry M. Bacdayan
27	Buguias	Gatawa C. Dontogan Integrated School	Mary Jane A. Ganasi
28	Buguias	Gatawa C. Dontogan Integrated School	Gardo C. Alfonso
29	Buguias	Loo National High School	Satur C. Bacdayan, Jr.
30	Buguias	Loo National High School	Emily D. Libod
31	Buguias	Natubleng National High School	Llora P. Taberao



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32	Buguias	Natubleng National High School	Mary Ann Nagayos
33	Buguias	Sinipsip National High School	Manuel P. Andres
34	Buguias	Sinipsip National High School	Devina T. Esong
35	Itogon I	Tocmo Integrated School	Glinah Kay D. Butag
36	Itogon I	Tocmo Integrated School	Rodolfo T. Dao-As
37	Itogon I	Trazon S. Fianza Sr. National High School	Ariel John S. Guiniawan
38	Itogon I	Trazon S. Fianza Sr. National High School	Gemma S. Martin
39	Itogon II	Laurencio Fianza National High School	Rosanna C. Balong
40	Itogon II	Laurencio Fianza National High School	Carmen S. Sotero
41	Itogon II	Virac Integrated School	Jeovy W. Capones
42	Itogon II	Virac Integrated School	Dexter B. Bacdangan
43	Kabayan	Abucot Integrated School	Loraine S. Guinoran
44	Kabayan	Abucot Integrated School	Rico L. Socte
45	Kabayan	Adaoay National High School	Alcero C. Compalas
46	Kabayan	Adaoay National High School	Dianne A. Bay-An
47	Kabayan	Ballay Integrated School	Marilou B. Bugnay
48	Kabayan	Ballay Integrated School	Gracelyn L. Benando

Class 2			
Venue: BSU Gladiola Center, La Trinidad, Benguet			
No.	District	School	Name
49	Kabayan	Kabayan Central Integrated School	Lorcelli B. Aromin
50	Kabayan	Kabayan Central Integrated School	Shirley B. Madiano
51	Kabayan	Kamora National High School	Julie S. Buyagan
52	Kabayan	Kamora National High School	Mae Liza D. Albino
53	Kabayan	Tawangan-Lusod National High School	Jomar G. Lesino
54	Kabayan	Tawangan-Lusod National High School	Joan G. Pedro
55	Kapangan	Kapangan National High School	Laarni F. Miguel
56	Kapangan	Kapangan National High School	Daisylyn C. Patdu
57	Kibungan	Kibungan National High School	Cobart O. Bay-An
58	Kibungan	Kibungan National High School	Gregine C. Pagui-En
59	Kibungan	Lubo Integrated School	Matinia K. Pasigon
60	Kibungan	Lubo Integrated School	Cleran A. Dayso
61	Kibungan	Tacadang Integrated School	Emythes Gayoting Tauli
62	Kibungan	Tacadang Integrated School	Elaine P. Victorino
63	La Trinidad	Ambiong National High School	Zeynard D. Andawe
64	La Trinidad	Ambiong National High School	Marieta E. Andres
65	La Trinidad	Alno National High School	Novalyn L. Namoro
66	La Trinidad	Alno National High School	Steven B. Balacdao
67	La Trinidad	Puguis National High School	Javier A. Galac
68	La Trinidad	Puguis National High School	Viverlyn P. Paynaen
69	Mankayan	Cabiten National High School	Jonnamae A. Compalas



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70	Mankayan	Cabiten National High School	Alma C. Buldec
71	Mankayan	Camanpaguey Integrated School	Shane B. Catti
72	Mankayan	Camanpaguey Integrated School	Rosana L. Sapalong
73	Mankayan	Lepanto National High School	Diana Febone L. Macalo
74	Mankayan	Lepanto National High School	Giltrude L. Palod
75	Mankayan	Mankayan National High School	Melenia K. Cabatan
76	Mankayan	Mankayan National High School	Heintjie P. Dominguez
77	Sablan	Sablan National High School	Lorna Antero Abad
78	Sablan	Sablan National High School	Mary Luz L. Ticong
79	Tuba	Evelio Javier Memorial Nhs	Aireen S. Lomasoc
80	Tuba	Evelio Javier Memorial Nhs	Mariciel A. Bagayao
81	Tuba	Kiwas Integrated School	Cindy D. Reogelon
82	Tuba	Marcelo Marquez National High School	Jomar B. Bugnay
83	Tuba	Marcelo Marquez National High School	Zorona D. Domingo
84	Tuba	Saguitlang Integrated School	Jeffaben N. Lonogan
85	Tuba	Saguitlang Integrated School	Francis L. Lan-Nok
86	Tuba	Tuba Central National High School	Claire N. Lamsis
87	Tuba	Tuba Central National High School	Marjorie B. Parista
88	Tuba	Tuba National High School	Orlie L. Peter
89	Tuba	Tuba National High School	Epifania L. Barnachea
90	Tuba	Twin Peaks National High School	Decy B. De Leon
91	Tuba	Twin Peaks National High School	Julius P. Begseng
92	Tublay	Tublay National Trade High School	Jacqueline T. Ocbos
93	Tublay	Tublay National Trade High School	Allen B. Abluyen
94	Tublay	Tublay School Of Home Industries	Julie Rose A. Kimkiman
95	Tublay	Tublay School Of Home Industries	Kimberly M. Felipe



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Program Management Team

PD Program Management Team	Names	School/Office
a. Program Manager	Xylene Grail D. Kinomis	SDO
	Corazon C. Quipot	SDO
	Joven B. Agtani	SDO
b. Learning Manager	Murphy S. Liswid	SDO
	Jenny T. Bacquian	SDO
	Erlinda C. Quinuan	SDO
c. Resource Speaker/ Subject-matter Expert	Joan Hertimia B. Wagang	Ampusongan NHS
	Rolando F. Malafu	CRSHS
	Catalina C. Baltazar	Alejo M. Pacalso MNHS
	Estefany D. Lesino	Atok NHS
	Eunice D. Budo	TSHI
	Tina C. Dolnagon	La Trinidad NHS
d. M&E Coordinator	Corazon C. Quipot	SDO
	Joven B. Agtani	SDO
e. Documenter, Secretariat, Facilitator	TEAM 1:	
	Jairielle Mae Z. Agno	Tuba CS
	Oliver S. Laurian, Jr.	Puguis ES
	Murphy S. Liswid	SDO
	Phoebe Mar L. Daganos	Omas-Ampaguey ES
	TEAM 2:	
	Kaye Shaira B. Dizon	La Trinidad CS
	Jenny T. Bacquian	SDO
	Lorna M. Yaco	SDO
	2 Interns from CRSHS	
f. Welfare Officer	Rose Virginie Killip	La Trinidad NHS
	Nerissa I. Barbosa	SDO
g. Logistics Officer/Inspectorate	Florabel Balanon	SDO
h. Finance Officer	Beverly B. Marzo	SDO



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Enclosure No. 2 to SDO Memorandum No. ____ s. 2025

Training Matrix

TIME	ACTIVITY	PERSON / S IN-CHARGE
Day 1		
11:00 AM – 1:00 PM	Registration / Attendance	PMT
1:00 PM – 2:00 PM	Opening Program -- National Anthem -- Ecumenical Prayer -- DepEd QPS -- Welcome Remarks /Message -- Introduction of Participants -- Statement of Purpose -- Pre-test	PMT
2:01 PM – 3:00 PM	Plenary 1. YFD CGP Introduction	MURPHY S. LISWID JENNY T. BACQUIAN DYFCs
3:01 PM – 3:15 PM	Health Break	
3:16 PM – 4:30 PM	Plenary 2. Overview of Career Guidance Program	JENNY T. BACQUIAN MURPHY S. LISWID DYFCs
4:31 PM – 5:00 PM	Pre-Test or End of the day evaluation / writing activity/ reflection / other reminders	PMT
Day 2		
7:30 AM – 8:00 AM	Registration / Attendance	PMT
8:00 AM – 8:30 AM	MOL	PMT
8:31 AM – 10:00 AM	Session 1 Guidance: Principles, Goals and other related concepts	Class 1: ROLANDO F. MALAFU, RGC Class 2: EUNICE D. BUDO, RGC
10:01 AM – 10:15 AM	Health Break	
10:16 AM – 12:00 Noon	Session 2 Guidance Service and Clientele	Class 1: TINA C. DOLNAGON, RGC Class 2: JOAN HERTIMIA B. WAGANG, RGC
12:00 Noon – 1:00 PM	Lunch Break	
1:00 PM – 2:15 PM	Session 3 The History of Career Guidance	Class 1: CATALINA C. BALTAZAR, RGC Class 2: ESTEFANY D. LESINO, RGC
2:16 PM – 3:00 PM	Session 4 Career Education in the Context of Guidance	Class 1: ROLANDO F. MALAFU, RGC Class 2: JOAN HERTIMIA B. WAGANG, RGC
3:01 PM – 3:15 PM	Health Break	



Address: Wangal, La Trinidad, Benguet
 Telephone Number: (074) 422-6570
 Email: benguet@deped.gov.ph
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3:16 PM – 3:45 PM	Session 4 Career Education in the Context of Guidance Health break	Class 1: ROLANDO F. MALAFU, RGC Class 2: JOAN HERTIMIA B. WAGANG, RGC
3:46 PM – 4:45 PM	Session 5 Theories for Career Choice and Development	Class 1: TINA C. DOLNAGON, RGC Class 2: EUNICE D. BUDO, RGC
4:46 PM – 5:00 PM	Pre-Test or End of the day evaluation / writing activity/ reflection / other reminders	PMT
DAY 3		
7:30 AM – 8:00 AM	Registration / Attendance	PMT
8:00 AM – 8:30 AM	MOL	PMT
8:31 AM – 10:00 AM	Session 6 Legal Bases of Career Guidance in the Philippines	Class 1: TINA C. DOLNAGON, RGC Class 2: CATALINA C. BALTAZAR, RGC
10:01 AM – 10:15 AM	Health Break	
10:16 AM – 12:00 Noon	Session 7 The Career Advocate	Class 1: ESTEFANY D. LESINO, RGC Class 2: JOAN HERTIMIA B. WAGANG, RGC
12:00 Noon – 1:00 PM	Lunch Break	
1:00 PM – 2:30 PM	Session 8 Linkage Development	Class 1: TINA C. DOLNAGON, RGC Class 2: EUNICE D. BUDO, RGC
2:31 PM – 3:00 PM	Session 9 Developing the Career Conscious K-12 Graduate Through Instruction as the Delivery System	Class 1: ROLANDO F. MALAFU, RGC Class 2: ESTEFANY D. LESINO, RGC
3:01 PM – 3:30 PM	Health Break	
3:31 PM – 4:20 PM	Session 9 Developing the Career Conscious K-12 Graduate Through Instruction as the Delivery System	Class 1: ROLANDO F. MALAFU, RGC Class 2: ESTEFANY D. LESINO, RGC
4:21 PM – 5:00 PM	Pre-Test or End of the day evaluation / writing activity/ reflection / other reminders	PMT
DAY 4		
7:30 AM – 8:00 AM	Registration / Attendance	PMT
8:00 AM – 8:30 AM	MOL	PMT
8:31 AM – 10:00 AM	Session 10 Guidance Service as Delivery System	Class 1: JOAN HERTIMIA B. WAGANG, RGC Class 2: CATALINA C. BALTAZAR, RGC



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10:01 AM – 10:15 AM	Health Break	
10:16 AM – 12:00 Noon	Session 10 Guidance Service as Delivery System	Class 1: JOAN HERTIMIA B. WAGANG, RGC Class 2: CATALINA C. BALTAZAR, RGC
12:00 Noon – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Session 11 Co-Curricular Activities as Delivery System	Class 1: ROLANDO F. MALAFU, RGC Class 2: ESTEFANY D. LESINO, RGC
3:01 PM – 3:15 PM	Health Break	
3:16 PM – 4:30 PM	Session 12 DO no. 30, s. 2017 (Guidance for Work Immersion) DO no. 39, s. 2018 (Clarification and additional information to DO. No. 30, s. 2017)	Class 1: TINA C. DOLNAGON, RGC Class 2: EUNICE D. BUDO, RGC
4:31 PM – 5:00 PM	Pre-Test or End of the day evaluation / reminders	PMT
DAY 5		
8:00 AM – 8:30 AM	MOL	PMT
8:31 AM – 10:00 AM	WAP ORIENTATION	JENNY T. BACQUIAN DYFC
10:01 AM – 10:15 AM	Health Break	
10:16 AM – 12:00 Noon	WAP ORIENTATION	
12:00 Noon – 1:00 PM	Lunch Break	
1:01 PM – 3:00 PM	CLOSING and AWARDDING PROGRAM	PMT



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Training Matrix

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3:01 PM – 3:15 PM	Health Break	



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3:16 PM – 3:45 PM	Session 4 Career Education in the Context of Guidance Health break	Class 1: ROLANDO F. MALAFU, RGC Class 2: JOAN HERTIMIA B. WAGANG, RGC
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DAY 3		
7:30 AM – 8:00 AM	Registration / Attendance	PMT
8:00 AM – 8:30 AM	MOL	PMT
8:31 AM – 10:00 AM	Session 6 Legal Bases of Career Guidance in the Philippines	Class 1: TINA C. DOLNAGON, RGC Class 2: CATALINA C. BALTAZAR, RGC
10:01 AM – 10:15 AM	Health Break	
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2:31 PM – 3:00 PM	Session 9 Developing the Career Conscious K-12 Graduate Through Instruction as the Delivery System	Class 1: ROLANDO F. MALAFU, RGC Class 2: ESTEFANY D. LESINO, RGC
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3:31 PM – 4:20 PM	Session 9 Developing the Career Conscious K-12 Graduate Through Instruction as the Delivery System	Class 1: ROLANDO F. MALAFU, RGC Class 2: ESTEFANY D. LESINO, RGC
4:21 PM – 5:00 PM	Pre-Test or End of the day evaluation / writing activity/ reflection / other reminders	PMT
DAY 4		
7:30 AM – 8:00 AM	Registration / Attendance	PMT
8:00 AM – 8:30 AM	MOL	PMT
8:31 AM – 10:00 AM	Session 10 Guidance Service as Delivery System	Class 1: JOAN HERTIMIA B. WAGANG, RGC Class 2: CATALINA C. BALTAZAR, RGC



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10:01 AM – 10:15 AM	Health Break	
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1:01 PM – 3:00 PM	CLOSING and AWARDING PROGRAM	PMT