



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

11 Nov 2025

DIVISION MEMORANDUM

No. 650, s. 2025

**DIVISION ROLL-OUT OF CAREER GUIDANCE PROGRAM
FOR SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public and Private Secondary School Heads
All Others Concerned

1. Relative to Regional Memorandum No. 630 s. 2025 re: Conduct of the Career Guidance Program School-Based Training for Career Advocates (SBTCA), the SDO Batangas through the Schools Governance and Operations Division - Youth Formation Division (SGOD - YFD), will conduct the **Division Roll-out of Career Guidance Program for School-based Training of Career Advocates (SBTCA)** from November 17-21, 2025. The venue will be announced through a separate memorandum.
2. This five-day live-in activity aims to:
 - a. Assess the effectiveness of the current Career Guidance Program (CGO) in the context of basic educations, identifying key strengths, weakness, and areas of improvement;
 - b. Equip with knowledge, skills, and competencies in helping their students understand themselves in the context of their environment; and to become Career-Conscious K 12 Graduates;
 - c. Discuss the salient provisions of relevant legal bases related to career guidance and advocay as well as for enhancing the capacity of teachers to become career advocates.
3. The participants in this activity are the secondary school teacher per school preferably with 2 years of teaching experience and is willing to handle and implement the Career Guidance Program activities. (See Enclosure)
4. This memorandum shall serve as the **Travel Authority** of the participants, program management team members/TWG, and Resource Speakers. Expenses incurred during this activity will be charged against HRTD Fund. Travel expenses shall be charged against Local/School and/or SDO MOOE subject to the usual accounting and COA rules and regulations.



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5. The first meal to be served on Day 1 is breakfast and the last meal is afternoon snacks on the last day.
6. The members of the PMT and TWG are advised to be at the venue on Day 0, November 16, 2025, for the smooth and proper conduct of the activity.
7. Teaching personnel involved in this activity as part of PMT and TWG shall be given service credit based on the number of hours served, DepEd Order no. 13, s. 2024, Revised Guidelines on the Grant of Vacation Service Credits for Teachers.
8. Meanwhile, the non-teaching personnel who is also part of PMT and TWG shall be given compensatory time-off as stated in CSC and DBM Joint Circular No. 2, s. 2004, re: Non-Monetary Remuneration for Overtime Services Rendered.
9. Attached herewith are the list of participants, matrix of the activity, members of the Program Management Team (PMT) and Technical Working Group (TWG) for reference.
10. For further information, you may contact Ms. Maybe M. Bueno, Division Youth Formation Coordinator at 09954444823.
11. Immediate dissemination and strict compliance with this Memorandum is earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl.:

Annex A, Annex B, Annex C, Annex D

Reference:

Regional Memorandum No. 630 s. 2025

To be indicated in the Perpetual Index
under the following subject:

Issuances

Division Memorandum

MMB/DIVISION ROLL-OUT OF CAREER GUIDANCE PROGRAM FOR SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)/1111225-016/11-11-2025



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ANNEX A

**DIVISION ROLL-OUT OF CAREER GUIDANCE PROGRAM
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November 17-21, 2025

Venue to be determined

LIST OF PARTICIPANTS

No.	Sub-office	School	Name	Sex	Position
1	Balayan East	Lucban National High School	Jelly Ann M. Maranan	F	Teacher I
2		Balayan National High School	Jennifer R. Delos Reyes	F	Teacher III
3	Balayan West	Balayan Senior High School	Ramona Dimalaluan	F	Teacher III
4		San Piro National High School	Mary Grace Vergara	F	Teacher I
5		Canda Integrated School	Karlo Ray Aninao	M	Teacher I
6	Calaca City	Dacanlao G. Agoncillo Integrated National High School	Baby Donna S. Notor	F	Teacher III
7		Dacanlao G. Agoncillo Integrated National High School	Michael L. Dela Fuente	M	Teacher III
8		Calaca Senior High School	Bryan M. Razon	M	Teacher II
9		Calaca Senior High School	Evangeline S. Maningat	F	Teacher II
10		Lumbang na Matanda National High School	Vanessa M. Manguerra	F	Teacher I
11		Calantas Integrated School	Jun-jun L. Macalindong	M	Teacher I
12		Cahil National High School	Evelyn V. Maala	F	Teacher III



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13		Pedro A. Paterno National High School	Luisa L. De Leon	F	Teacher III
14		Putingkahoy National High School	Krishna Grace A. Maala	F	Teacher III
15		Batangas Province Science High School	Mariz M. Santos	F	Teacher III
16	Calatagan	Calatagan Senior High School	Purificacion M. Roxas	F	Teacher II
17		Calatagan Senior High School	John Carlo S. Bugtong	M	Teacher II
18		Lucsuhin National High School	Erwin G. Gonzales	M	Teacher I
19		Calatagan National High School	John Kevin Isidro Hernandez	M	Teacher I
20		Calatagan National High School	Michelle M. Cabarrubia	F	Master Teacher I
21		Calatagan 2.0 National High School	Philip I. Gonzales	M	Teacher I
22	Lemery	Gov. Feliciano Leviste Memorial National High School	Gellaine Delos Reyes	F	Teacher II
23		Gov. Feliciano Leviste Memorial National High School	Glen Garcillanosa	M	Teacher I
24		Payapa National High School	Darlin M. Coro	F	Teacher III
25		Payapa Senior High School	Khim I. Punzalan	F	Teacher I
26		Ananias C. Hernandez Memorial National High School	Angelo G. Capul	M	Teacher III



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27		Dionisio P. Vito Memorial National High School	Jennifer M. Bongon	F	Teacher II
28		Lemery Senior High School	Maricel C. Gamboa	F	Teacher II
29		Lemery Senior High School	Jay-R L. Simara	M	Teacher II
30	Lian	Matabungkay National High School	Jimmilyn D. Fameronag	F	Teacher III
31		Lian National High School	Loida L. Lagrisola	F	Master Teacher I
32		Lian Senior High School	Dexter V. Oriendo	M	Teacher II
33		Lian Senior High School	Ma. Theresa T. Balingit	F	Teacher II
34	Nasugbu East	Banilad National High School	Analiza C. Librero	F	Teacher III
35		Bilaran National High School	Florenda T. Noche	F	Teacher III
36		Catandaan Yabut National High School	G-Anne Kathelyne C. Bingcang	F	Teacher III
37		Kaylaway Integrated National High School	Josefina R. Gener	F	Teacher III
38		Looc National High School	Ralph Cedric De Los Santos	M	Teacher I
39		Lumbangan National High School	Erlinda Martinez	F	Master Teacher I
40		Malapad na Bato National High School	Evelyn C. Maranan	F	Teacher II
41		Tala National High School	Ma. Anjeaneth B. Cudiamat	F	Teacher III
42		Tumalim National High School	Mercedez C. Martinez	F	Teacher III



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43		Nasugbu East Senior High School	Maria Ann S. Busilig	F	Teacher I
44		Tala Senior High School	Andrea P. Jonson	F	Teacher III
45	Nasugbu West	Balaytigue National High School	Neren M. Obrador	F	Teacher III
46		Bunducan National High School	Jovelyn M. Cuadra	F	Teacher III
47		Dr. Crisogono B. Ermita Sr. Memorial National High School	Sharon R. Loyola	F	Master Teacher II
48		Nasugbu National High School	John Robert M. Agcarao	M	Teacher I
49		Pantalan Senior High School	Darwin U. Garcia	M	Teacher II
50		Pantalan Senior High School	Ann Richelle A. Lunar	F	Teacher II
51	Taal	Butong Integrated School	Rae Louise A. Hilario	F	Teacher I
52		Cubamba Integrated School	Jenniel Villanueva	F	Teacher I
53		Taal Senior High School	Alejandro M. Atienza	M	Teacher II
54		Taal National High School	Jobelle E. Morta	F	Teacher II
55		Apacay Integrated School	Zerdan Lara	M	Teacher III
56	Tuy	Jose Lopez Manzano National High School	Ma. Lourdes M. Florendo	F	Teacher II
57		Bolbok National High School	Marites A. Apdua	F	Teacher III
58		Tuy National High School	Gemma B. Baes	F	Teacher III
59		Maria Paz Fronda National High School	Jeanne Kriselle V. Bautista	F	Teacher I
60		Tuy Senior High School	Flores A. Hernandez	F	Teacher II



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61		Tuy Senior High School	Jeffrey P. Nadera	M	Teacher II
62	Bauan West	As-is Integrated School	Jozah B. Castillo	F	Teacher I
63		Bauan Technical Integrated High School	Daisy Marie G. Jolongbayan	F	Teacher II
64		Bauan Technical Integrated High School	Louie M. Madredijo	M	Teacher II
65		Bauan National and Vocational Integrated High School	Blanca C. De Los Santos	F	Teacher II
66		San Vicente Manalupang National High School	Jennifer C. Rosales	F	Teacher III
67		Inicbulan National High School	Kristine H. Ramos	F	Teacher I
68	Lobo	Lobo Senior High School	Byron F. Dalangin	M	Teacher II
69		Lobo Senior High School	Anna Marie A. Ferrer	F	Teacher II
70		Masaguitsit-Banalo National High School	Catherine G. Carpio	F	Teacher I
71		Malabrigo National High School	Ma. Bernadette H. Cuadro	F	Teacher III
72		Basilio S. Marasigan National High School	Rowena A. Guyo	F	Teacher I
73		Malapad na Parang National High School	Chester D. Pesa	M	Teacher I
74		Jaybanga Integrated National High School	Kyle Irene MY. Dote	F	Teacher I
75		Balibago-Biga National High School	Flory D. Albania	F	Teacher III
76	Mabini	Mainaga-San Francisco Integrated School	Rhea C. Manigbas	F	Teacher I
77		Mabini National High School	Loradel D. Elida	F	Teacher III



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78		Apolinario Mabini National High School	Joanne May B. Dalisay	F	Teacher III
79		Anselmo A. Sandoval Memorial National High School	Jonel F. Palubon	M	Teacher III
80		Anselmo A. Sandoval Memorial National High School	Elvie G. Hernandez	F	Teacher III
81		Sta. Monica National High School	Crisdel B. Lontoc	F	Teacher I
82		San Luis Senior High School	Kimberly Mae C. Atienza	F	Teacher I
83	San Luis	Banoyo Integrated National High School	Rosemarie C. Andal	F	Teacher III
84		Banoyo Integrated National High School	Gabriel U. Sy	M	Teacher I
85		Luya Integrated School	Kim Virgel L. Layron	M	Teacher I
86		San Isidro Integrated School	Marites P. Balderama	F	Teacher III
87		Alalum National High School	Agnes V. Dalawangbayan	F	Teacher II
88		San Pascual National High School	Jayson A. Siglos	M	Master Teacher I
89	San Pascual	Malaking Pook National High School	Hezeline Kate A. Manalo	F	Teacher I
90		Bayanan National High School	Sheila Kathleen G. Garcis	F	Teacher I
91		Francisco G. Perez Memorial National High School	Myrna A. Rosales	F	Teacher II
92		Ilal National High School	Raquel M. Sulit	F	Teacher III



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93		Batangas Province High School for Culture and Arts	Emily C. Medrano	F	Teacher II
94		San Pascual Senior High School I	Juvilinda C. Aguado	F	Teacher II
95		San Pascual Senior High School II	Mary Rose G. Dadua	F	Teacher II
96		Tingloy National High School	Carmelita C. Bonquin	F	Teacher I
97	Tingloy	Papaya National High School	Cecilia D. Manalo	F	Teacher III
98		Tingloy Senior High School	Cienna Cyra C. Balba	F	Teacher II
99		Tingloy Senior High School	Elbert R. Minorca	M	Teacher II
100		Agoncillo National High School	Clavel O. De Leon	F	Teacher I
101	Agoncillo	Banyaga National High School	Robie Mae M. Tolores	F	Teacher I
102		Coral na Munti National High School	Florence A. Poblete	F	Teacher III
103		Agoncillo Senior High School	Angel Mae V. Reyes	F	Teacher II
104		Alitagtag National High School	Clarizza M. Calales	F	Guidance Designate
105	Alitagtag	Alitagtag Senior High School	Jonalyn M. Ortiz	F	Teacher II
106		San Jose T. Reyes Integrated School	Jaycel A. Cortiguerra	F	Teacher I
107	Balete	Balete National High School	Elsie Mae B. Arañez	F	Teacher III



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108		Emilio Malabanan Memorial Integrated School	Vingielen B. Caguitla	F	Teacher I
109		Primitivo Kalaw Senior High School	Willy Albert A. Braza	M	Teacher II
110	Cuenca	Cuenca National High School	Jessa C. Perez	F	Teacher I
111		Cuenca Senior High School	Sharon R. Capili	F	Teacher II
112		Fermin La Rosa National High School	Malou P. Tuazon	F	Teacher III
113	Laurel	Balakilong Integrated School	Algelyn C. Fajanillan	F	Teacher I
114		Wenceslao Trinidad Memorial National High School	Dave S. Piol	M	Master Teacher I
115		Wenceslao Trinidad Memorial National High School	Mariz B. Balba	F	Teacher III
116		Bugaan Integrated School	Anjelika L. Del Mundo	F	Teacher I
117		Placido T. Amo Senior High School	Emeliana B. De Grano	F	Teacher II
118		San Gregorio Integrated School	Donna Lyn D. Endaya	F	Teacher II
119	Malvar	Malvar School of Arts and Trade	Jefferson Malaluan	M	Teacher III
120		Malvar School of Arts and Trade	Janet Pintor	F	Teacher III



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121		Don Julio Leviste Memorial National High School	Bernadette R. Llanes	F	Teacher III
122		San Isidro National High School	Trician Irish C. Sarmiento	F	Teacher I
123		San Pedro I Integrated School	Apple M. Magtibay	F	Teacher I
124		Santiago National High School	Flor Rachel Mae M. Avanceña	F	Teacher III
125		Santiago Malvar Senior High School	Abegail L. Villapando	F	Teacher I
126		San Isidro Malvar Senior High School	Enna Lorraine Custodio	F	Teacher I
127		Malvar Senior High School	Ronnalyn Villapando	F	Teacher II
128		Luta Sur National High School	Jelly O. Sumadsad	F	Teacher I
129		Bayorbor National High School	Rosemarie D. Manalo	F	Teacher III
130		Mataas na Kahoy National High School	Angelie A. Japlos	F	Teacher III
131	Mataas na Kahoy	Mataas na Kahoy Senior High School	Mauren B. Gacis	F	Teacher II
132		Mataas na Kahoy Senior High School	Alex D. Bautista	M	Teacher II
133	San Nicolas	San Nicolas Integrated High School	Vanessa I. Del Mundo	F	Teacher I
134		Maabud Integrated National High School	Erica Joy R. Hernandez	F	Teacher III
135	Sta. Teresita	Sta. Teresita National High School	Sidney Dominic C. Bonite	M	Teacher III



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136		Sta. Teresita National High School	Ericka Camille B. Casanova	F	Teacher II
137		Tambo Integrated School	Roselle De Ocampo	F	Teacher I
138		Sampa-Pacifico Integrated School	Iren V. Pascal	F	Teacher II
139		Doña Maria Laurel Platon School of Agriculture	Maribel C. Biscocho	F	Teacher III
140	Talisay	Balas Buco Sta. Maria National High School	Marvin C. Panaguiton	M	Teacher II
141		Talisay Senior High School	Abegail M. Atienza	F	Teacher II
142		Dr. Juan A. Pastor Integrated National High School	Ariel N. Cacao	M	Teacher III
143		Dr. Juan A. Pastor Integrated National High School	Jackielou A. Acebo	F	Teacher III
144		Procopio Mailig Memorial Integrated School	Kris Elaine F. Lalusin	F	Teacher III
145	Ibaan	Mabalor Catandala Integrated School	Myra B. Mancera	F	Teacher I
146		Maximo T. Hernandez Memorial Integrated National High School	Rowel A. Briones	M	Teacher III
147		San Agustin Integrated School	Ann Joyce A. Caiga	F	Teacher I
148		Lucsuhin Integrated School	Apple A. Mauhay	F	Teacher I
149	Padre Garcia	Pansol Integrated National High School	Jerick B. Peralta	M	Teacher I



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150		Pansol Integrated National High School	Rhitchel A. Dimaano	F	Teacher I
151		Padre Garcia Integrated National High School	Mary Grace D. Mercado	F	Teacher II
152		Bukal Integrated National High School	Rose Marie M. Manongsong	F	Teacher II
153		Alupay Integrated National High School	Mary Grace A. Ilag	F	Teacher III
154		Alupay Integrated National High School	Mac Millan Tobeo	M	Teacher II
155		Baybayin Integrated National High School	Evangeline Awat	F	Teacher II
156		Baybayin Integrated National High School	Mark Anthony Semira	M	Teacher II
157	Rosario East	Palakpak Integrated National High School	Abegail A. Copas	F	Teacher I
158		Pinagsibaan Integrated with Elementary School	Iyann A. Delas Alas	M	Teacher I
159		Macalamcam-B National High School	Donna Jane M. Perez	F	Teacher II
160		Rosario Technical High School	Claire G. De Guzman	F	Teacher III
161		St. Isidore National High School	Mary Gold Bunquin	F	Teacher III
162		Timbugan National High School	Hanna Mae D. Aguila	F	Teacher II
163	Rosario West	Bulihan Integrated Senior High School	Maria Karmela B. Dalangin	F	Teacher III
164		Tulos National High School	Aida S. Comia	F	Teacher III



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165		Mayuro National High School	Catherine S. Roallos	F	Teacher III
166		Mayuro Senior High School	Raffy Manumbale	M	Teacher II
167		Rosario Integrated National High School	Lourdes C. Custodio	F	Teacher III
168		Itluga Integrated National High School	Jacqueline A. Arias	F	Teacher III
169		Calantas National High School	Creselyn R. Untalan	F	Teacher III
170		Calantas Senior High School	Mhar Vincent T. Araya	M	Teacher II
171	San Jose	Marcos Espejo Integrated School	Merilou D. Amorado	F	Teacher III
172		Dr. Bonifacio A. Masilungan Integrated National High School	Jennilyn A. Makalintal	F	Teacher III
173		Bigain Integrated School	Mary Grace Matibag	F	Teacher III
174		Taysan San Jose Integrated National High School	Chris B. De Jesus	F	Master Teacher I
175		Taysan San Jose Integrated National High School	Carina Carandang	F	Teacher III
176	San Juan East	Aplaya National High School	Erica Joy L. Garcia	F	Teacher II
177		Calubcub I National High School	Melanie I. Caponpon	F	Teacher III
178		Laiya Integrated National High School	Cecille Marie P. Alcantara	F	Teacher III



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179		Lipahan National High School	Diana A. Balmes	F	Teacher III
180		Calubcub I Senior High School	Zabrina M. Sebuc	F	Teacher II
181		Lumangbayan Integrated National High School	Rica Gloria L. Maulion	F	Teacher III
182		Nagsaulay Integrated National High School	John Cedrick M. Factes	M	Teacher II
183		San Juan Senior High School	Jennifer A. Caponpon	F	Teacher II
184		Tipas Integrated National High School	Aiza Tejada	F	Teacher I
185		Pulangbato National High School	Kevin A. De Leon	M	Teacher I
186		Angeles Luistro Integrated Senior High School	Lemuel T. Mercado	M	Teacher I
187		Don Leon Mercado Sr. Memorial National High School	Jermelyn D. Briones	F	Teacher III
188	San Juan West	Don Leon Mercado Sr. Memorial National High School	John Rico A. Santos	M	Teacher I
189		Libato National High School	Vivian D. Hernandez	F	Teacher I
190		Palahanan Integrated National High School	Jennifer L. Badillo	F	
191		Palahanan Integrated National High School	Errol D. Alcantara	M	
192		Sampiro Integrated Senior High School	Glydel R. Magnaye	F	Teacher II



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193		Buhay na Sapa Integrated National High School	Edna S. Dayo	F	Teacher III
194		Pacita Ramos Memorial National High School	Christopher D. Malabanan	M	Teacher I
195		Sico 1.0 Integrated National High School	Ann Therese P. Macaraig	F	Teacher II
196		Taysan Senior High School	Annie Mae P. Pasia	F	Teacher II
197		Taysan Senior High School	Rico G. Lontoc	M	Teacher II
198		Mahanadiong National High School	Cereline Joy A. Driz	F	Teacher III
199		Dagatan Integrated National High School	Monette C. Mindoro	F	Teacher II
200		Dagatan Integrated National High School	Rene D. Mistiola	M	Teacher II
201		Bilogo Integrated National High School	Sheila M. Bayani	F	Teacher I
202	Taysan	Bilogo Integrated National High School	Jestoni I. Portugal	M	Teacher III
203		Pinagbayanan Integrated National High School	Marvin H. Fortus	M	Teacher II
204		Pinagbayanan Integrated National High School	Irma M. Umali	F	Teacher III
205		San Isidro National High School	Rodolfo I. Mayo, Jr.	M	Teacher I
206		San Isidro National High School	Sheryn D. Joyosa	F	Teacher III
207		Tilambo National High School	Diomedes A. De Castro	M	Teacher II



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208		Tilambo National High School	Melva C. Ilagan	F	Teacher III
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ANNEX B

**DIVISION ROLL-OUT OF CAREER GUIDANCE PROGRAM
FOR SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

November 17-21, 2025
Venue to be determined

PROGRAM MATRIX

DAY 1			
TIME	MINS	ACTIVITY	PERSON-IN-CHARGE
7:00 am - 9:00 am	90	Arrival/Registration	Registration Committee
9:00 am - 9:30 am	30	National Anthem Prayer Bagong Pilipinas Hymn CALABARZON Hymn Batangas Hymn DepEd Quality Policy	Audio Visual Presentation
9:30 am - 9:45 am	15	Welcome and Opening Remarks	Jofit P. Dayoc, CESE ASDS
9:45 am - 10:00 am	15	Recognition of Participants	April T. Anzaldo Guidance Designate Calatagan SHS
10:00 am - 10:15 am	15	Statement of Purpose	Mario B. Maramot, PhD OIC - Chief, SGOD
10:15 am - 10:45 am	30	Inspirational Message	Marites A. Ibañes, CESO V Schools Division Superintendent
Health Break			
11:00 am - 12:00 pm	60	Plenary 1: YFD CGP Introduction	Ma. Leticia Jose C. Basilan, Phd EPS I - ESP
Lunch Break			
1:00 pm - 2:30 pm	75	Plenary 2: Overview of Career Guidance Program	Ma. Leticia Jose C. Basilan, Phd EPS I - ESP
Break Out Rooms/Health Break			
2:45 pm - 4:30 pm	90	M1S1: Guidance, Principles, Goals and other related Concepts	Class 1: Leonisa B. Mercado Class 2: Aida A. Bagon



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4:30 pm - 5:00 pm	30	End of the Day Evaluation/Writing Activity/Reflection/Other Reminders	PMT
DAY 2			
8:00 am - 8:30 am	30	Management of Learning	Assigned Groups per class
8:30 am - 10:15 am	105	M1S2: Guidance Service and Clientele	Class 1: Edna H. Atamosa Class 2: Jinnie G. Garcia
Health Break			
10:30 am - 11:45 am	75	M1S3: The History of Career Guidance	Class 1: Haydee O. De Castro Class 2: Airene Y. Gatdula
Lunch Break			
1:00 pm - 2:00 pm	60	M1S4: Career Education in the Context of Guidance	Class 1: Zena Grace H. Adducul Class 2: Mary Ann A. Martinez
2:00 pm - 3:00 pm	60	M1S5: Theories of Career Choice and Development	Class 1: Leonisa B. Mercado Class 2: Aida A. Bagon
Health Break			
3:15 pm - 4:30 pm	90	M2S6: Legal Bases of Career Guidance in the Philippines	Class 1: Leonisa B. Mercado Class 2: Aida A. Bagon
4:30 pm - 5:00 pm	30	End of the Day Evaluation/Writing Activity/Reflection/Other Reminders	PMT
Day 3			
8:00 am - 8:30 am	30	Management of Learning	Assigned Groups per class
8:30 am - 10:15 am	105	M2S7: The Career Advocates	Class 1: Haydee O. De Castro Class 2: Airene Y. Gatdula
Health Break			
10:30 am - 12:00 pm	90	M2S8: Linkage Development	Class 1: Zena Grace H. Adducul Class 2: Mary Ann A. Martinez
Lunch Break			
1:00 pm - 2:30 pm	90	M3S9: Developing the Career-Conscious K-12 Graduate through Instructions as the Delivery System	Class 1: Edna H. Atamosa Class 2: Jinnie G. Garcia
Health Break			
3:00 am - 4:30 pm	90	M3S10: Guidance Service as Delivery System	Class 1: Edna H. Atamosa Class 2: Jinnie G. Garcia
4:30 pm - 5:00 pm	30	End of the Day Evaluation/Writing	PMT



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		Activity/Reflection/Other Reminders	
Day 4			
8:00 am - 8:30 am	30	Management of Learning	Assigned Groups per class
8:30 am - 10:15 am	105	M3S10: Guidance Service as Delivery System (continuation)	Class 1: Edna H. Atamosa Class 2: Jinnie G. Garcia
Health Break			
10:30 am - 12:00 pm	90	M3S11: Co-curricular Activities as Delivery System	Class 1: Haydee O. De Castro Class 2: Airene Y. Gatlula
Lunch Break			
1:00 pm - 1:30 pm	30	M3S11: Co-curricular Activities as Delivery System (continuation)	Class 1: Haydee O. De Castro Class 2: Airene Y. Gatlula
1:30 pm - 2:30 pm	60	M3S12: DO No. 30, s. 2017 Guidelines for Work Immersion; DO No. 39, s. 2018 Clarifications and Additional Information to DO No. 30, s. 2017	Class 1: Leonisa B. Mercado/Zena Grace H. Adducul Class 2: Aida A. Bagon/Mary Ann A. Martinez
Health Break			
3:00 pm - 3:30 pm	30	M3S12: DO No. 30, s. 2017 Guidelines for Work Immersion; DO No. 39, s. 2018 Clarifications and Additional Information to DO No. 30, s. 2017 (continuation)	Class 1: Leonisa B. Mercado/Zena Grace H. Adducul Class 2: Aida A. Bagon/Mary Ann A. Martinez
3:30 pm - 5:00 pm	90	End of the Day Evaluation/Writing Activity/Reflection/Other Reminders	PMT
Day 5			
8:00 am - 8:30 am	30	Management of Learning	Assigned Groups per class
8:30 am - 10:00 am	90	WAP Orientation	Dr. Movita O. Cruzat Principal IV As-is Integrated High School Bauan West Sub-office
Health Break			
10:15 am - 12:00 pm	105	WAP Orientation/Individual WAP Output Post Test End of the Day Evaluation/Writing	PMT



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		Activity/Reflection/Other Reminders	
Lunch Break			
Closing Program			
HOME SWEET HOME			

ANNEX C

**DIVISION ROLL-OUT OF CAREER GUIDANCE PROGRAM
 FOR SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

November 17-21, 2025

Venue to be determined

PROGRAM MANAGEMENT TEAM/TECHNICAL WORKING GROUP

No.	NAME	SEX	Office/ Division/ Section	Position
1	Ma. Leticia Jose C. Basilan, PhD	F	SDO – CID	EPS I
2	Evelyn C. De Sagun, PhD	F	SDO - SGOD	SEPS - HRD
3	Movita O. Cruzat, PhD	F	Bauan West Sub-office	Principal IV
4	Maybe M. Bueno	F	SDO – SGOD	PDO I
5	Frances M. Aguilar	F	SDO – SGOD	PDO I
6	Rosemarie J. Gonzales	F	SDO – SGOD	PDO I
7	Leonisa B. Mercado	F	Taysan Sub-office	RTOT Facilitator
8	Jinnie G. Garcia	F	San Juan West Sub-office	RTOT Facilitator
9	Aida A. Bagon	F	Lemery Sub-office	RTOT Facilitator
10	Zena Grace H. Adducul	F	Bauan West Sub-office	RTOT Facilitator
11	Mary Ann A. Martinez	F	Ibaan Subb-office	RTOT Facilitator
12	Edna H. Atamosa	F	Laurel Sub-office	RTOT Facilitator
13	Airene Y. Gatdula	F	SDO Calaca City	RTOT Facilitator
14	Haydee O. De Castro	F	SDO Calaca City	RTOT Facilitator
15	Maria Sheila M. Garcia	F	Lemery Sub-office	Guidance Counselor I



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16	Jenie N. Martinez	F	Mataas na Kahoy Sub-office	Teacher III - Guidance Designate
17	April T. Anzaldo	F	Calatagan Sub-office	Teacher II - Guidance Designate
18	Judith F. Sevilla	F	Nasugbu West Sub-office	Guidance Counselor I
19	Joie Miranda	F	Malvar Sub-office	Teacher II - Guidance Designate
20	Josephine P. Benson	F	San Jose Sub-office	Guidance Counselor I
21	Maria Leonida O. Borbon	F	Lobo Sub-office	Guidance Counselor I
22	Judith R. Iman	F	Basilio S. Marasigan Memorial National High School	QAME Officer
23	Evangeline A. Castillo (Class 1 - Day 1)	F	SDO Batangas	Nurse II
24	Eula Mariese M. Umali (Class 2 - Day 1)	F	SDO Batangas	Nurse II
25	Mary Ann D. Rillera (Class 1 - Day 2)	F	SDO Batangas	Nurse II
26	Maria Katrina A. Dimaunahan (Class 2 - Day 2)	F	SDO Batangas	Nurse II
27	Dianne A. Flores (Class 1 - Day 3)	F	SDO Batangas	Nurse II
28	Ma. Angelica B. Molina (Class 2 - Day 3)	F	SDO Batangas	Nurse II
29	Joan Fides D. Kagitla (Class 1 - Day 4)	F	SDO Batangas	Nurse II
30	Leigh A. Lintan (Class 2 - Day 4)	F	SDO Batangas	Nurse II
31	John Rhys H. Manalo (Class 1 - Day 5)	M	SDO Batangas	Nurse II
32	Lhondon A. De Verla (Class 2 - Day 5)	M	SDO Batangas	Nurse II



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ANNEX D

**DIVISION ROLL-OUT OF CAREER GUIDANCE PROGRAM
FOR SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

November 17-21, 2025

Venue to be determined

PROGRAM MANAGEMENT TEAM/TECHNICAL WORKING GROUP

Committee	In-Charge	Terms of Reference
Executive Committee	Marites A. Ibañes, CESO V Schools Division Superintendent Jofit P. Dayoc, CESE Assistant Schools Division Superintendent Rhina O. Ilagan, CESE OIC - Assistant Schools Division Superintendent	Oversee the entire implementation of the activity (pre, during and post)
Members	Mario B. Maramot, PhD OIC - Chief, SGOD	Assist in overseeing the implementation of the activity
Proponent/ Training Manager	Maybe M. Bueno PDO I - Youth Formation	Spearheads the pre, during and post implementation of the activity
Learning Facilitators	Dr. Ma. Leticia Jose C. Basilan Dr. Movita O. Cruzat Maybe M. Bueno/ Rosemarie J. Gonzales (Plenary) Leonisa B. Mercado Haydee O. De Castro Zena Grace H. Adducul Edna H. Atamosa (Class 1) Aida A. Bagon	➤ Share their expertise in delivering the assigned topics ➤ Assist participants who will undergo the training and pass the certification process to become Career Advocates



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	Mary Ann A. Martinez Airene Y. Gatdula Jinnie G. Garcia (Class 2)	
Logistics, Registration & Certificates	Judith F. Sevilla Guidance Counselor I Nasugbu West Sub-office Frances M. Aguilar PDO I - Youth Formation	➤ Coordinate for the venue ➤ Ensure all needed facilities in the venue are in place ➤ Prepare and sort out the certificates of recognition, participation and appearance ➤ Prepare the attendance sheets ➤ Check the availability of the food
QAME	Judith R. Iman AO II Lobo Sub-office	➤ Monitors and evaluates the activity ➤
Class Managers/ Process Observers	Jenie N. Martinez Teacher III - Guidance Designate Mataas n Kahoy Sub-office Joie Miranda Teacher II - Guidance Designate Malvar Sub-office	➤ Acts as Class Adviser ➤ Accomplish the Process Observation Sheets
ICT	Maria Sheila M. Garcia Guidance Counselor I Lemery Sub-office (Class 1) April T. Anzaldo Teacher II - Guidance Designate Calatagan Sub-office (Class 2)	➤ Ensures the functionality of the sound system including microphones ➤ Prepared the slide deck of the Program ➤ Collects the slide decks of the resource persons to be used for presentation
Documentation	Josephine P. Benzon Guidance Counselor I San Jose Sub-office (Class 1) Maria Leonida O. Borbon Guidance Counselor I Lobo Sub-office (Class 2)	➤ Prepared the activity's narrative and photo documentation
Welfare Officers	Evangeline A. Castillo Eula Mariese M. Umali Mary Ann D. Rillera Maria Katrina A. Dimaunahan	➤ Looks after the health condition of the participants



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	Dianne A. Flores (Class 1) Ma. Angelica B. Molina Joan Fides D. Kaguitla Leigh A. Lintan John Rhys H. Manalo Lhondon A. De Verla (Class 2)	
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