



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

March 10, 2025

REGIONAL MEMORANDUM
 HRDD-2025-114

DOWNLOADING OF TRAVELLING FUNDS ON THE CONDUCT OF TRAINING OF TRAINERS FOR THE SPECIALIZED PROGRAM FOR GUIDANCE DESIGNATES- PHASE 3 AND 4

To: Schools Division Superintendent
Schools Division Office of Dipolog City
Schools Division Office of Pagadian City
Schools Division Office of Zamboanga del Sur
Schools Division Office of Zamboanga Sibugay
This Region

1. In reference to the Regional Memorandum ESSD-2025-097 dated February 27, 2025 titled "**Participants for the Training of Trainers of Guidance Designates – Phases 3 and 4**", this Office, through the Human Resource Development Division, will be downloading travel expense funds with SUB-ARO No. OSEC-9-25-00500 for the participants and resource speaker on the conduct of the said activity to specified divisions below;

Activity	Division	Qty/Pax	Rate	Total
Training of Trainers for Guidance Designates - Phase 3(Mar. 17-21,2025 @ NEAP Baguio)	Zamboanga del Sur	1 Resource Speaker	15,000	43,000.00
Training of Trainers for Guidance Designates - Phase 4(April 7-11, 2025 @ECOTECH, Cebu City)	Zamboanga del Sur	1 Resource Speaker 1 Participant	14,000	
	Dipolog City	1 Participant	14,000	14,000.00
	Pagadian City	2 Participants	14,000	28,000.00
	Zamboanga Sibugay	2 Participants	14,000	28,000.00
GRAND TOTAL				113,000.00

2. In case of insufficiency of downloaded funds, the remaining amount shall be charged to local funds from their respective offices, subject to the usual accounting and auditing rules and regulations.

3. For clarification, all concerned may contact Marietta R. Anhaw, Chief-HRDD through this email address marietta.anhaw@deped.gov.ph.

4. For information, guidance and compliance of all concerned.

Digitally signed by Logaspi Ruth Fuentes
 DN: CN=Logaspi Ruth Fuentes,
 SERIALNUMBER=012BN0045dcb, O=
 Deped Regional Office IX, C=PH
 Reason: I am the author of this document
 Location:
 Date: 2025.03.11 18:49:12+0800

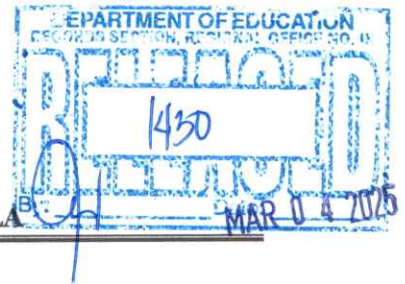
RUTH L. FUENTES, CESO III
 Regional Director

Encl: OM-OUHROD-2025-0269
 RM ESSD-2025-097

HRDD/MRA/abm/RM
 013/March 10, 2025



Republic of the Philippines
Department of Education
 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

February 27, 2025

REGIONAL MEMORANDUM

ESSD-2025-097

PARTICIPANTS FOR THE TRAINING OF TRAINERS OF GUIDANCE DESIGNATES – PHASES 3 AND 4

To: Assistant Regional Director
 Schools Division Superintendents
 Dipolog City Division
 Pagadian City Division
 Zamboanga del Sur Division
 Zamboanga Sibugay Division
 All Others Concerned
 This Region

1. In reference to DM-OUHROD-2025-0327 dated February 7, 2025, re: **CONDUCT OF THE TRAINING OF TRAINERS FOR THE SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES – PHASES 3 AND 4**, this Office, through the Education Support Services Division (ESSD), informs all concerned on the conduct of the abovementioned activity on April 7 to 11, 2025 (Visayas-Mindanao Cluster), in Ecotech Center, Lahug, Cebu City.

2. In this connection, the following participants are requested to attend the said convergence:

No.	OFFICE	NAME OF PARTICIPANT		DESIGNATION
		LAST NAME	FIRST NAME	
Participants				
1	Regional Office	Celesio	Marie Concepcion	Education Program Supervisor
2	Regional Office	Tayag	Antonia	Education Program Supervisor
3	Regional Office	Galang	Rechell	LRP-COS
4	Regional Office	Malon	Angelo	ADAS III



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Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

5	Zamboanga del Sur	Cuevas	Belen	Education Program Supervisor
6	Dipolog City	Domopoy	Rose Stephanie	Guidance Advocate/Teacher III
7	Pagadian City	Delos Santos	Rogelin	Guidance Counselor II
8	Pagadian City	Denoy	Melanie	Guidance Counselor II
9	Zamboanga Sibugay	Am-is	Fernali Ann	Guidance Counselor II
10	Zamboanga Sibugay	Kuizon	Merelie	Guidance Counselor II
Resource Speaker				
1	Zamboanga del Sur	Tan-awon	Mark Risty	Guidance Counselor I

3. Travel and other incidental expenses of the participants are chargeable to local funds, MOOE and/or other fund sources, subject to the usual accounting and auditing rules and regulations.

4. All other provisions stated in the said Memorandum shall remain in effect.

5. Widest dissemination of this memorandum is enjoined.


RUTH L. FUENTES, CESO III
Regional Director

ESSD/SRBA/kjbp/RM
020/February 27, 2025





Republic of the Philippines
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REGIONAL OFFICE IX, ZAMBOANGA PENINSULA




Republika ng Pilipinas
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 OFFICE OF THE UNDERSECRETARY
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-0327

TO : Regional Directors
 Schools Division Superintendents
 HRDD Chiefs/NEAP R Focal Persons
 All Others Concerned

FROM : 
WILFREDO E. CABRAL
 Undersecretary
 Human Resource and Organizational Development


CARMELA C. ORACION
 Assistant Secretary
 Human Resource and Organizational Development
 (National Educators Academy of the Philippines)

SUBJECT : CONDUCT OF THE TRAINING OF TRAINERS FOR THE
 SPECIALIZED TRAINING PROGRAM FOR GUIDANCE
 DESIGNATES - PHASES 3 AND 4

DATE : 07 February 2025

- The National Educators Academy of the Philippines (NEAP) has developed a **Specialized Training Program for Guidance Designates** to address the shortage of registered guidance counselors in schools by capacitating and empowering guidance designates to successfully perform their crucial role contributing to the overall well-being of learners. This is also in line with the recently passed Republic Act No. 12080 "Basic Education Mental Health and Well Being Promotion Act."
- Following the *Training of Trainers for Guidance Designates - Phases 1 and 2* held last year, NEAP will conduct the following succeeding phases of the training:

Activity	Date	Venue
Training of Trainers - Phase 3 (Luzon Cluster)	17-21 March 2025	NEAP Baguio
Training of Trainers - Phase 4 (Visayas-Mindanao Cluster)	07-11 April 2025	Ecotech Center, Lahug, Cebu City



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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03-23-23	Page	1 of 2



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Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	09.06.2023	Page	3 of 10





Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

3. **Each Regional Office (RO) is requested to endorse the following participants to the abovementioned training activities:**

- a. A Registered Guidance Counselor (RGC) with a guidance counselor *plantilla* item who has not yet attended Phases 1 or 2;
- b. One (1) representative from the RO – HRDD/NEAP R; and
- c. One (1) Education Program Supervisor (Edukasyon sa Pagpapakatao/Values Education/GMRC).

Upon completion of the training, they will form part of the **NEAP Faculty** who will be responsible for capacitating Guidance Designates in their respective regions.

4. The Regional Directors, through the HRDD Chiefs/NEAP R Focal Persons, are requested to submit their official list of participants using the template provided in **Enclosure 1** via email to neap.pdd@deped.gov.ph (copy furnished leura.lorenz@deped.gov.ph / millic.fudoliga@deped.gov.ph) with subject line “[ENDORSEMENT] Region ____ Participants to the Training of Trainers for Guidance Designates” on or before **28 February 2025**.

5. The participants are enjoined to confirm their attendance through the following registration link/QR Code on or before **07 March 2025**:

Link:

https://bit.ly/TOTGD_Phases3and4

QR Code:



6. For reference, attached are the *Indicative Program of Activities (Enclosure 2)*, *Allocated Number of Participants per Region (Enclosure 3)*, and *Members of the National Technical Working Group (Enclosure 4)*.

7. The participants are advised to check in on Day 0 (Sunday) and check out on Day 5 (Friday). Please see the meal schedule below.

Meals	Day 1 Sun	Day 2 Mon	Day 3 Tue	Day 4 Wed	Day 5 Thu	Day 6 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

8. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).



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Doc. Ref. Code	DM-OUHRDD	Rev	00
Effectivity	03.23.2023	Page	2 of 3



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Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	09.06.2023	Page	4 of 10





Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

9. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while their transportation, per diem, and other incidental expenses will be charged to downloaded HRD funds for this purpose, subject to the usual accounting and auditing rules and regulations.
10. Should there be any shortage of downloaded HRD funds for travel expenses due to change of venue, it is requested that the amount to cover the deficit be charged against RO/SDO HRD funds or other local funds, subject to the usual accounting and auditing rules and regulations. On the other hand, savings generated after the processing of travel expenses of the participants for the activity may be used for other reimbursements of travel expenses relative to participation in other trainings, workshops, and other professional development activities, subject to the same rules and regulations.
11. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers," in case the activities will fall on weekends, holidays, or work suspension.
12. Should you have questions and concerns, please coordinate with **Ms. Millie Jane Fudolig** or **Ms. Fleura Karina Lorenzo** of NEAP-PDD through email neap_pdd@deped.gov.ph or landline (02) 8715-9919.
13. For immediate dissemination and appropriate action.

Enclosures:

- Enclosure 1 - Endorsement Template for Official List of Participants
- Enclosure 2 - Indicative Program of Activities
- Enclosure 3 - Allocated Number of Participants per Region
- Enclosure 4 - Members of the National Technical Working Group

Copy furnished:

OFFICE OF THE SECRETARY
 OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

[NEAP-PDD/ Fudolig]



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Doc. Ref. Code	DM-OJHRD	Rev	00
Effectivity	03.25.2023	Page	3 of 3



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Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	09.06.2023	Page	5 of 10





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Republic of the Philippines
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 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

<Regional Office Header>

<Month> <day>, 2025

JENNIFER E. LOPEZ
 Director IV
 National Educators Academy of the Philippines – Central Office

Dear Dir. Lopez:

Respectfully submitting the list of participants to attend the Training of Trainers for Guidance Designates (Phase 3/ Phase 4):

No.	Name	Sex	RO/SDO/ School	Position	DepEd Email
1					
2					

Thank you very much!

Sincerely yours,

<Full Name of Regional Director>
 <Position>



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Doc. Ref. Code	PAWIM-F-022	Rev	01
Effectivity	09.20.21	Page	1 of 4



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Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	09.06.2023	Page	6 of 10





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Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Republic of the Philippines
Department of Education
 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

TRAINING OF TRAINERS - PHASE 3
 TRAINING PROGRAM FOR GUIDANCE DESIGNATES
 March 17 - 21, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Opening Program		Management of Learning		
8:30am-10:00am	Module 1: Guidance and Counseling	Module 4: Handling Common Concerns in Schools 4.1.A Bullying	Module 4: Handling Common Concerns in Schools 4.2.B Drug Addiction	Module 5: Risk Assessment and Referral	Work Action Plan (WAP)
10:00am-10:15am	HEALTH BREAK				
10:15am-12:00pm	Module 2: Guidance Programs and Services	Continuation of 4.1.A Bullying	Continuation of 4.2.B Drug Addiction	Continuation of Module 5: Risk Assessment and Referral	Self-Care
12:00pm-1:00pm	LUNCH BREAK				
1:00-3:00pm	Module 3: Healthy Communication	4.1.B Harassment	Module 4: Handling Common Concerns in Schools 4.3 Suicide	Module 6: Guidance Program Development	Closing Program
3:00pm-3:15pm	HEALTH BREAK				
3:15pm-4:45pm	Module 3: Psychological First Aid (PFA)	Module 4: Handling Common Concerns in Schools 4.2.A Internet Addiction	Continuation of 4.3 Suicide	Facilitation Skills	
4:45pm-5:00pm	End of Day Evaluation				



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TRAINING OF TRAINERS - PHASE 4
 TRAINING PROGRAM FOR GUIDANCE DESIGNATES
 April 7 - 11, 2025

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00am-8:30am	Opening Program		Management of Learning		
8:30am-10:00am	Module 1: Guidance and Counseling	Module 4: Handling Common Concerns in Schools 4.1.A Bullying	Module 4: Handling Common Concerns in Schools 4.2.B Drug Addiction	Module 5: Risk Assessment and Referral	Work Action Plan (WAP)
10:00am-10:15am	HEALTH BREAK				
10:15am-12:00pm	Module 2: Guidance Programs and Services	Continuation of 4.1.A Bullying	Continuation of 4.2.B Drug Addiction	Continuation of Module 5: Risk Assessment and Referral	Self-Care
12:00pm-1:00pm	LUNCH BREAK				
1:00-3:00pm	Module 3: Healthy Communication	4.1.B Harassment	Module 4: Handling Common Concerns in Schools 4.3 Suicide	Module 6: Guidance Program Development	Closing Program
3:00pm-3:15pm	HEALTH BREAK				
3:15pm-4:45pm	Module 3: Psychological First Aid (PFA)	Module 4: Handling Common Concerns in Schools 4.2.A Internet Addiction	Continuation of 4.3 Suicide	Facilitation Skills	
4:45pm-5:00pm	End of Day Evaluation				



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Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	09.06.2023	Page	7 of 10



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 REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



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 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 3

LIST OF THE PARTICIPANTS
 TRAINING OF TRAINERS FOR GUIDANCE DESIGNATES

PHASE 3 March 17-21, 2025		
Region	No. of Participants	Venue
I	5	NEAP, Baguio City
II	25	
III	45	
IV-A	60	
IV-B	5	
CAR	15	
NCR	35	
TOTAL	190	

PHASE 4 April 7 - 11, 2025		
Region	No. of Participants	Venue
V	30	DepEd Ecotech Center, Lahug, Cebu City
VI	25	
VII	5	
VIII	5	
IX	10	
X	25	
XI	20	
XII	15	
CARAGA	5	
TOTAL	140	



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Doc. Ref. Code	PAWIM-F-022	Rev	01
Effectivity	09.20.21	Page	1 of 4



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Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	09.06.2023	Page	8 of 10



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 24.10.2023



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REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



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Enclosure 4

**MEMBERS OF THE NATIONAL TECHNICAL WORKING GROUP
 SPECIALIZED TRAINING PROGRAM FOR GUIDANCE DESIGNATES
 TRAINING OF TRAINERS - PHASES 3 AND 4**

*Dates: March and April
 Venue: Baguio City and Cebu*

DEPED CENTRAL OFFICE		
Name	Designation	Office
1. Marife T. Morcilla	Project Development Officer V	NEAP- Professional Development Division
2. Alexander Simagala	Project Development Officer IV	
3. Millie Jane T. Fudolig	Senior Education Program Specialist	
4. Eric T. Sarmiento	Administrative Officer V	
5. Fleura Karina C. Lorenzo	Technical Assistant II	
6. Jojet T. Gabriel	Technical Assistant I	

DEPED REGIONS					
io.	Names	School	Division	Region	Designation
1.	Annabella G. Dingwasen	Benigno V. Aldana National High School	Pangasinan II	I	Guidance Counselor III
2.	Ma. Katleen Maye A. Haban	Quezon National High School	Isabela	II	Guidance Counselor III
3.	Julie E. Dangan	Morong National High School	Bataan	III	Guidance Counselor III
4.	Mariz P. Borgoños-Pales	Liliv National High School	Laguna	IV-A	Guidance Counselor III
5.	Floyd A. Socrates	Palawan National High School	Puerto Princesa	MIMAROPA	Guidance Counselor III
6.	Kurt Essa A. Rastrullo	Cabangan National High School	Legazpi City	V	Guidance Counselor II
7.	Kareen B. Arcenas	Cabatuan National Comprehensive High School	Iloilo	VI	Guidance Counselor III
8.	Nerizza Conie E. Camacho	Abellana National High School	Cebu City	VII	Guidance Counselor III
9.	Julienne Rose P. Saballa	Leyte National High School	Tacloban City	VIII	Guidance Coordinator III
10.	Mark Risty S. Tanawon	N/A	Zamboanga del Sur	IX	Guidance Counselor I
11.	Joan B. Cañeda	Iligan City National High School	Iligan City	X	Guidance Coordinator III
12.	Melecare M. Carrillo	Tagum National High School	Tagum City	XI	Guidance Counselor III
13.	Ryan A. Betoya	General Santos City SPED Integrated School	General Santos City	XII	Guidance Counselor II
14.	Generuth M. Bagaforo	N/A	Butuan City	CARAGA	Education Program Specialist II



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Doc. Ref. Code	PAWMA-F-022	Rev	01
Effectivity	09.20.21	Page	1 of 4



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Doc. Ref. Code	RO-ORD-F001	Rev	00
Effectivity	09.06.2023	Page	9 of 10





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 NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

15.	Doddie Marie L. Duclan	N/A	Tabuk City	CAR	Education Pr Supervis
16.	Harlene Rose V. Mamiit	Rizal Experimental Station and Pilot School of Cottage Industries	Pasig City	NCR	Guidance Coor



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
OM-OUHROD-2025-0269

FOR : **ATTY. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary

FROM : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

SUBJECT : **REQUEST FOR CLEARANCE FOR THE ISSUANCE TO FIELD OFFICES OF THE MEMORANDUM ON THE DOWNLOADING OF FUNDS FOR THE TRAVEL EXPENSES OF PARTICIPANTS FOR THE TRAINING OF TRAINERS FOR GUIDANCE DESIGNATES - PHASES 3 AND 4**

DATE : 03 February 2025

The National Educators Academy of the Philippines (NEAP) developed a **Specialized Training Program for Guidance Designates** to capacitate and empower them to successfully perform their vital role to support the overall well-being of learners. Following the *Training of Trainers for Guidance Designates Phases 1 and 2* held last year, NEAP will conduct the succeeding trainings with the following schedule:

Phase	Date	Venue
Phase 3 – Training of Trainers for Guidance Designates	17-21 March 2025	Venues will be announced through a separate advisory
Phase 4 – Training of Trainers for Guidance Designates	07-11 April 2025	

For this, Human Resource Development Funds amounting to **Php 3,063,500.00** (Phase 3=Php 1,043,500.00 and Phase 4=Php 2,020,000.00) shall be downloaded to the Regional Offices (ROs) to cover the travel expenses of the participants. In this regard, **NEAP requests clearance for the issuance to field offices of the attached memorandum “Downloading of Funds for the Travel Expenses of Participants for the Training of Trainers for Guidance Designates – Phases 3 and 4”** with its corresponding enclosures.

Should you have other questions and concerns, please coordinate with NEAP-Office of the Director through email neap.od@deped.gov.ph.

For the Undersecretary’s consideration and approval.



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Doc. Ref. Code	OM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 1





Republic of the Philippines
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Date : **17 January 2025**

AR NO. : **AR-2025-CO-00025**

FOR : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

FROM : **JENNIFER E. LOPEZ**
Director IV
 National Educators Academy of the Philippines


SUBJECT : **ACTIVITY REQUEST**

APPROVED

DISAPPROVED


WILFREDO E. CABRAL
 Undersecretary
 Human Resource and
 Organizational Development

NAME OF PROGRAM(S)/ PROJECT(S)	Training Program for Guidance Designates		
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target
	OC-25-NEAP-PDD-HRTD-2-016	Trained Trainers and Guidance Designates	8,282
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity	
	AC-25-NEAP-PDD-HRTD-2-085	Coordination/Preparatory Meetings	
	AC-25-NEAP-PDD-HRTD-2-086	Training of Trainers for Guidance Designates Phase 3	
	AC-25-NEAP-PDD-HRTD-2-087	Training of Trainers for Guidance Designates Phase 4	
	AC-25-NEAP-PDD-HRTD-2-088	Monitoring and Evaluation	

ACTIVITY/IES WITH DOWNLOADING	Name of Activity	For Downloading to DepEd Regional Offices		Approving Authority  EDSON BYRON K, SY Assistant Secretary Officer-In-Charge Office of the Under secretary for Finance																																			
	Training of Trainers for Guidance Designates Phase 3	<i>Cost of Travel Expenses</i> <table border="1"> <thead> <tr> <th>Region</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>Region CAR</td><td>40,000.00</td></tr> <tr><td>Region NCR</td><td>162,000.00</td></tr> <tr><td>Region 1</td><td>27,000.00</td></tr> <tr><td>Region 2</td><td>130,000.00</td></tr> <tr><td>Region 3</td><td>184,000.00</td></tr> <tr><td>Region 4A</td><td>305,000.00</td></tr> <tr><td>Region 4B</td><td>66,000.00</td></tr> <tr><td>Region 5</td><td>12,500.00</td></tr> <tr><td>Region 6</td><td>14,000.00</td></tr> <tr><td>Region 7</td><td>14,000.00</td></tr> <tr><td>Region 8</td><td>14,000.00</td></tr> <tr><td>Region 9</td><td>15,000.00</td></tr> <tr><td>Region 10</td><td>15,000.00</td></tr> <tr><td>Region 11</td><td>15,000.00</td></tr> <tr><td>Region 12</td><td>15,000.00</td></tr> <tr><td>Region 13</td><td>15,000.00</td></tr> <tr><td>TOTAL</td><td>1,043,500.00</td></tr> </tbody> </table>			Region	Amount	Region CAR	40,000.00	Region NCR	162,000.00	Region 1	27,000.00	Region 2	130,000.00	Region 3	184,000.00	Region 4A	305,000.00	Region 4B	66,000.00	Region 5	12,500.00	Region 6	14,000.00	Region 7	14,000.00	Region 8	14,000.00	Region 9	15,000.00	Region 10	15,000.00	Region 11	15,000.00	Region 12	15,000.00	Region 13	15,000.00	TOTAL
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ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)	NONE																																						
FINANCIAL REQUIREMENTS BCNH 101 BCNH 102 BCNH 103 BCNH 104	Activity Code	Amount in WFP	Amount Requested																																				
	AC-25-NEAP-PDD-HRTD-2-085	30,000.00	30,000.00																																				
	AC-25-NEAP-PDD-HRTD-2-086	3,194,700.00	3,194,700.00																																				
	AC-25-NEAP-PDD-HRTD-2-087	3,343,200.00	3,343,200.00																																				
	AC-25-NEAP-PDD-HRTD-2-088	800,000.00	800,000.00																																				
	TOTAL		7,367,900.00																																				

SOURCE OF FUNDS	2025 HRD/HRTD Current Funds				
ADMINISTRATIVE ARRANGEMENTS	Activity Code	Activity	Pax	Inclusive Dates	Remarks
	AC-25-NEAP-PDD-HRTD-2-085	Coordination/ Preparatory Meetings	10	January - May 2025	Venue: DepEd CO Direct Payment: 30,000.00
	AC-25-NEAP-PDD-HRTD-2-086	Training of Trainers for Guidance Designates Phase 3	219	March 17-21, 2025	Venue: CAR/NCR Direct Payment: 1,642,500.00 Cash Advance: 70,700.00 Downloading: 1,043,500.00 BE ✓ RIS ✓ CERT ✓ CA ✓
	AC-25-NEAP-PDD-HRTD-2-087	Training of Trainers for Guidance Designates Phase 4	169	April 7-11, 2025	Venue: Region 7 Direct Payment: 1,267,500.00 Cash Advance: 55,700.00 Downloading: 2,020,000.00
	AC-25-NEAP-PDD-HRTD-2-088	Monitoring and Evaluation	8	April-December	Venue: Nationwide Monitoring Direct Payment: 800,000.00
	Special Disbursing Officer: Marife T. Morcilla				
ANNEXES	<ol style="list-style-type: none"> 1. Activity Design/Program of Activities 2. List of Participants 3. Detailed Budget Estimates 4. Copy of approved Work and Financial Plan 				

All expenses incurred in this activity are subject to usual accounting and auditing rules and regulations.

BCN# 101/102/103/104
 AC-25-NEAP-PDD-HRDSL-1012
 AC-25-NEAP-PDD-HRDSL-1011
 AC-25-NEAP-PDD-HRDSL-1010
 AC-25-NEAP-PDD-HRDSL-1009
 310500100001000
 5-13-2000 NEAP-PDD
ALLOTMENT AVAILABLE ₱ 6,929,900.00

MARIA BELEN DEMONTE VERDE
 Supervising Administrative Officer
 OIC, Budget Division

Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

BUDGET ESTIMATE

Program : Training Program for Guidance Designates
Activity : Coordination/Preparatory Meetings
Venue : DepEd CO
Date : January - May 2025

No.	Particular	Qty/ Pax	Rate	Day/ Freque ncy	TOTAL AMOUNT	Manner of Release		
						Download	Direct Payment	Cash Advance
1	Meals	10	600.00	5	30,000.00		30,000.00	
	Sub-total					-	30,000.00	-
	GRAND TOTAL				30,000.00			30,000.00

Prepared by:


ERIC T. SARMIENTO
 Administrative Officer V


MILLIE JANE T. FUDOLIG
 Senior Education Program Specialist

Recommending Approval:


MARIFE T. MORCILLA
 Project Development Officer V

Approved By:


JENNIFER E. LOPEZ
 Director IV

Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

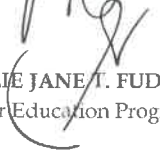
BUDGET ESTIMATE

Program : Training Program for Guidance Designates
Activity : Training of Trainers for Guidance Designates Phase 3
Venue : NCR/Baguio
Date : March 17-21, 2025

No.	Particular	Qty/ Pax	Rate	Day/ Freque ncy	TOTAL AMOUNT	Manner of Release		
						Download	Direct Payment	Cash Advance
1	Board and Lodging	219	1,500.00	5	1,642,500.00		1,642,500.00	
2	Travel Expenses							-
	CO/PMT	AC-25-NEAP-PDD-HRTD-2-116						
	Regional Participants (with 1 RP)							
	Region CAR	16	2,500.00		40,000.00	40,000.00		
	Region NCR	36	4,500.00		162,000.00	162,000.00		
	Region 1	6	4,500.00		27,000.00	27,000.00		
	Region 2	26	5,000.00		130,000.00	130,000.00		
	Region 3	46	4,000.00		184,000.00	184,000.00		
	Region 4A	61	5,000.00		305,000.00	305,000.00		
	Region 4B	6	11,000.00		66,000.00	66,000.00		
	Resource Persons							
	Region 5	1	12,500.00		12,500.00	12,500.00		
	Region 6	1	14,000.00		14,000.00	14,000.00		
	Region 7	1	14,000.00		14,000.00	14,000.00		
	Region 8	1	14,000.00		14,000.00	14,000.00		
	Region 9	1	15,000.00		15,000.00	15,000.00		
	Region 10	1	15,000.00		15,000.00	15,000.00		
	Region 11	1	15,000.00		15,000.00	15,000.00		
	Region 12	1	15,000.00		15,000.00	15,000.00		
	Region 13	1	15,000.00		15,000.00	15,000.00		
3	Supplies and Materials	219	300.00		65,700.00			65,700.00
4	Contingency	1	5,000.00	1	5,000.00			5,000.00
	Sub-total					1,043,500.00	1,642,500.00	70,700.00
	GRAND TOTAL				2,756,700.00			2,756,700.00

Prepared by:


ERIC T. SARMIENTO
Administrative Officer V


MILLIE JANE T. FUDOLIG
Senior Education Program Specialist

Recommending Approval:


MARIFE V. MORCILLA
Project Development Officer V

Approved By:


JENNIFER T. LOPEZ
Director IV

Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

BUDGET ESTIMATE

Program : Training Program for Guidance Designates
Activity : Training of Trainers for Guidance Designates Phase 4
Venue : Region VII
Date : April 7-11, 2025

No.	Particular	Qty/ Pax	Rate	Day/ Freque ncy	TOTAL AMOUNT	Manner of Release		
						Download	Direct Payment	Cash Advance
1	Board and Lodging	169	1,500.00	5	1,267,500.00		1,267,500.00	
2	Travel Expenses							
	CO/PMT	AC-25-NEAP-PDD-HRTD-2-116						
	Resource Persons							
	Region CAR	1	15,000.00		15,000.00	15,000.00		
	Region NCR	1	13,100.00		13,100.00	13,100.00		
	Region 1	1	14,000.00		14,000.00	14,000.00		
	Region 2	1	15,000.00		15,000.00	15,000.00		
	Region 3	1	13,000.00		13,000.00	13,000.00		
	Region 4A	1	13,000.00		13,000.00	13,000.00		
	Region 4B	1	13,000.00		13,000.00	13,000.00		
	Regional Participants (with 1 RP)							
	Region 5	31	12,500.00		387,500.00	387,500.00		
	Region 6	26	12,300.00		319,800.00	319,800.00		
	Region 7	6	3,600.00		21,600.00	21,600.00		
	Region 8	6	12,500.00		75,000.00	75,000.00		
	Region 9	11	14,000.00		154,000.00	154,000.00		
	Region 10	26	14,000.00		364,000.00	364,000.00		
	Region 11	21	14,000.00		294,000.00	294,000.00		
	Region 12	16	14,000.00		224,000.00	224,000.00		
	Region 13	6	14,000.00		84,000.00	84,000.00		
3	Supplies and Materials	169	300.00		50,700.00			50,700.00
4	Contingency	1	5,000.00	1	5,000.00			5,000.00
	Sub-total					2,020,000.00	1,267,500.00	55,700.00
	GRAND TOTAL				3,343,200.00			3,343,200.00

Prepared by:


ERIC T. SARMIENTO
Administrative Officer V


MILLIE JANE L. FUDOLIG
Senior Education Program Specialist

Recommending Approval:


MARIFE T. MORCILLA
Project Development Officer V

Approved By:


JENNIFER E. LOPEZ
Director IV

Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

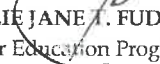
BUDGET ESTIMATE

Program : Training Program for Guidance Designates
 Activity : Monitoring and Evaluation
 Venue : Nationwide
 Date : April - December 2025


No.	Particular	Qty/ Pax	Rate	Day/ Freque ncy	TOTAL AMOUNT	Manner of Release		
						Download	Direct Payment	Cash Advance
1	Travel Expenses	8	20,000.00	5	800,000.00		800,000.00	
	Sub-total					-	800,000.00	-
	GRAND TOTAL				800,000.00			800,000.00

Prepared by:

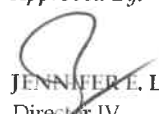

ERIC T. SARMENTO
 Administrative Officer V


MILLIE JANE T. FUDOLIG
 Senior Education Program Specialist

Recommending Approval:


MARIFE F. MORCILLA
 Project Development Officer V

Approved By:


JENNIFER E. LOPEZ
 Director IV



Republic of the Philippines
DEPARTMENT OF EDUCATION

Central Office

SUB-ALLOTMENT RELEASE ORDER

Fiscal Year 2025

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: PPA370 310500100001000 - Current Appropriations Human resource development for personnel in schools and learning centers		REFERENCE: FY 2025 GAAAO dated 01/01/2025	SUB-ALLOTMENT RELEASE ORDER NO. OSEC-9-25-00500
FUND CODE: 01101101		ORGANIZATION CODE: 070010100000	LEGAL BASIS: FY 2025 GAA R.A. No. 12116 (Current Appropriations)
PURPOSE: To cover expenses in connection with the conduct of Training Program for Guidance Designates.		DATE: 04-Mar-25	FISCAL YEAR: FY 2025
To: The Regional Director Regional Office - IX Zamboanga City 070010300009		Region : 9	
PARTICULARS		ALLOTMENT CLASS/ ACCOUNT CODE	AMOUNT AUTHORIZED
Training Expenses		MOOE 5020201002	169,000.00
AMOUNT IN WORDS: *** One Hundred Sixty Nine Thousand Pesos Only ***		Total:	169,000.00
NOTE: The MOOE or CO allotment herein sub-allotted are valid for obligation until December 31, 2026.			

The above sub-allotments have been made available for expenditures of the Region/ Division/ School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

Certification of Availability of Allotment:

MARIA-BELEN D. DEMONTEVERDE
Supervising Administrative Officer
W OIC, Finance Service-Budget Division

Approval for Transfer/Downloading of Funds:

ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
OIC, Office of the Undersecretary for Finance
MAR 10 2025