



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. **659**, s. 2025

08 OCT 2025

**CAPACITY BUILDING FOR CAREER GUIDANCE ADVOCATES ON THE  
IMPLEMENTATION OF CAREER GUIDANCE PROGRAM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Secondary School Heads  
Section and Unit Heads  
All Others Concerned

1. In Pursuant to Republic Act No. 11206, also known as the Secondary School Career Guidance and Counselling Act, and supported by Republic Act No. 9258, the Guidance and Counselling Act of 2024, the Schools Division of the City of Batac will conduct the Capacity Building for Career Guidance Advocates on the Implementation of Career Guidance Program on October 14-17, 2025, at the Paoay Lake JLP Resort and Hotel, Paoay, Ilocos Norte.
2. The activity aims to:
  - a) provide selected teachers and school staff with the essential knowledge, tools, and techniques in career counseling and advocacy;
  - b) develop participants' skills in using effective counseling strategies, strengthening an environment where students can openly discuss their interests, aspirations, and career choices;
  - c) certify teachers who successfully complete the training and pass the assessment exam, officially recognizing them as Career Advocates within their respective schools; and
  - d) guide educators in integrating career guidance and advocacy into regular school programs.
3. The activity shall start at 8:00 a.m. The first meal to be served will be morning snacks on the first day (October 14), and the last meal will be an afternoon snacks on the fourth day (October 17).
4. Participants are further reminded to bring own maintenance medications, laptops, extension cords, and alternative sources of internet.
5. Attached are the list of participants, and Program Management Team for reference.
6. Travel expenses and board and lodging of the participants shall be charged to HRD Fund or local funds subject to usual accounting and auditing rules and regulations.
7. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in DepEd Order No. 13, s. 2024 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.



SDCB RECORDS UNIT

2515916



DepEd Batac City



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8. This Memorandum serves as the Official Authority to Travel of identified participants.

9. Immediate dissemination of this Memorandum is desired.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: None  
Reference: Republic Act no. 11206  
To be included in the Perpetual Index  
Under the following subject:  
TRAINING PROGRAMS

SGOD/mlpd/DM-CGP  
October 2, 2025

By the Authority of the SDS:

  
**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent

### List of Participants

| NO. | NAME                       | POSITION         | SCHOOL          |
|-----|----------------------------|------------------|-----------------|
| 1   | Mary Ann T. Vidad          | Teacher III      | BNHS            |
| 2   | Ryan I. Roldan             | Teacher III      | BNHS            |
| 3   | Cherie Ann S. Clemente     | Teacher II       | CMVNHS          |
| 4   | Mary Jane G. Ramos         | Teacher I        | CMVNHS          |
| 5   | Elsie M. Daga              | Teacher III      | CBNHS Payao     |
| 6   | Roselle M. Garcia          | Teacher III      | CBNHS Payao     |
| 7   | Jennifer C. Mamotos        | Teacher III      | CBNHS Poblacion |
| 8   | Reynaldo A. Blas           | Teacher III      | CBNHS Poblacion |
| 9   | John Paul L. Pagdilao      | Teacher I        | CBNHS Poblacion |
| 10  | Norman C. Battulayan       | Master Teacher I | CBNHS Poblacion |
| 11  | Rubbie Jane R. Flojo       | Teacher I        | CBNHS Rayuray   |
| 12  | Jacel Riz G. Macugay       | Teacher II       | FEMSHS          |
| 13  | Fhrance Bamboo G. Gabion   | Teacher I        | FEMSHS          |
| 14  | Joe Jayson Caletena        | Teacher II       | GARSHS          |
| 15  | Maria Love Doreen S. Tajon | Teacher II       | GARSHS          |

### Program Management Team

| Role                           | Name   | Position  |
|--------------------------------|--|---|
| Program Manager                | Nemalyn M. Ulep  | Chief Education Supervisor,<br>SGOD   |
| Learning Manager               | Angelo M. Bangcud<br>Adelaida P. Manglal-lan<br>Mark Louie P. Duldulao | Project Development Officer I<br>Guidance Counselor II<br>Education Program Specialist II |
| M and E Coordinator            | Dolores A. Ubiña   | Senior Education Program<br>Specialist  |
| Documenter/Logistic<br>Officer | Angelo M. Bangcud<br>Adelaida P. Manglal-lan<br>Mark Louie P. Duldulao | Project Development Officer I<br>Guidance Counselor II<br>Education Program Specialist II |
| Secretariat                    |  |   |
| Welfare Officer                | Judith Ivy R. Mangoba  | Nurse II  |
| Finance Officers               | Jennifer C. Bungubong<br>Jaquelyn P. Mendoza                           | Accountant III<br>Budget Officer III  |

### Learning Facilitators

| No. | Name                   | Position                 | School         |
|-----|------------------------|--------------------------|----------------|
| 1   | Theresa Angeline F. Co | Guidance Coordinator III | INCAT          |
| 2   | Rosalie O. Lingaling   | Guidance Counselor III   | INNHS          |
| 3   | Nadia Marie A. Adcapan | Guidance Coordinator III | Ilocos Sur NHS |
| 4   | Janice P. Cabarloc     | Guidance Counselor III   | San Juan NHS   |
| 5   | Rowena P. Navarro      | Guidance Counselor III   | Ilocos Sur NHS |
| 6   | Elmer S. Belmonte      | Guidance Counselor III   | Tagudin NHS    |
| 7   | Gwyneth P. Negapatan   | Guidance Counselor III   | Ilocos Sur NHS |