



Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM
No. **342** s. 2026

01 JUN 2026

FOCUS GROUP DISCUSSION ON GUIDANCE SERVICES

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

1. Pursuant to Republic Act 9258 which recognizes guidance and counseling as an essential support service that promotes learners' academic, personal- social, emotional, and career development, the Schools Division of the City of Batac shall conduct a focus group discussion on the Guidance Services on June 2, 2026 at 8:00 o'clock in the morning at the SDO Conference Hall.

2. The activity aims to discuss the scope, roles, processes, and proper implementation of school guidance services to ensure effective learner support and referral.

Specifically, the activity aims to:

- a. identify the different guidance services and their functions in the school setting;
 - b. clarify the roles and responsibilities of guidance designates in the delivery of guidance services;
 - c. understand standard procedures for counseling, referral, documentation, and confidentiality;
 - d. recognize common learner concerns that require guidance intervention or referral; and
 - e. apply proper protocols in coordinating with school heads, teachers, parents, and external partners.
3. Participants in this activity are the school guidance designates.
4. For information and guidance.

ANSELMO R. ALUDINO
Schools Division Superintendent

9

Encl.: none
Reference: None
To be included in the Perpetual Index
Under the following subject:

CONDUCT OF FGD FOR GUIDANCE DESIGNATES

SGOD/apm/Guidance Services
26002/May 21, 2026

By the Authority of the SDS:

ARNEL S. BANDIOLA
Assistant Schools Division Superintendent



2607728

Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
Telephone No.: (077) 677-1993



DepEd Batac City



batac.city@deped.gov.ph



www.csdbatac.com