



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V (BICOL)

DEPARTMENT OF EDUCATION  
SDO-Iriga City RECORDS SECTION

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11 JUL 2025

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA**

2025-07-230

July 10, 2025

**DIVISION MEMORANDUM**

No. 230 s. 2025

**CAPACITY BUILDING AND TRAINING FOR SCHOOL CAREER GUIDANCE  
COORDINATORS/ADVOCATES ON THE IMPLEMENTATION OF CAREER  
GUIDANCE PROGRAM**

TO: Assistant School Division Superintendent  
Chief ES SGOD & CID  
OIC-Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. In line with the Department of Education's thrust to strengthen career advocacy and guidance services in schools, this Division through the SGOD-Youth Formation Program shall conduct the abovementioned activity on September 18-19, 2025 which was originally set on July 17-18, 2025 but rescheduled due to the unavailability of the resource speakers. Venue of this will be at Keith Joshua's Catering Services, San Isidro, Iriga City.

2. As our learners face a wide array of career choices, The Department of Education recognizes the critical role of Career Guidance Coordinators/Advocates in supporting learners in making informed and purposeful career decisions. Through this activity, we aim to:

- a. to equip educators and career guidance advocates with updated knowledge and skills in career coaching and implementation of CGP Programs.
- b. to enhance collaboration among schools, industries, and career development organizations.
- c. to ensure the sustainability of career guidance programs through continuous capacity-building initiatives.
- d. to provide students and professionals with structured career pathways that align with labor market needs.

3. Participants in this activity are the following:

	PARTICIPANTS	NUMBER OF PAX
	School Career Guidance Coordinators/Advocates- Elementary level	1 per Elementary School (total of 39)
	School Career Guidance Coordinators/Advocates-	1 per Secondary Schools



San Nicolas, Lungsod Iriga

(054) 884-5118

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Secondary level	including integrated schools (total of 18)
Resource Speakers	4
Technical Working Group	5

- All participants are requested to accomplish the registration form through this MS Form link: <https://forms.office.com/r/Zt2tx9jHQb> on or before September 8, 2025.
- For information, guidance and compliance of all concerned.

**MARIA-MAGNOLIA F. BRIOSO, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

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**By Authority of the School Division Superintendent:**

**JERSON V. TORALDE**  
Chief Education Supervisor  
Officer-In-Charge



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**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA**

Enclosure No. 1 to Division Memorandum No. 230s, 2025

**CAPACITY BUILDING AND TRAINING FOR SCHOOL CAREER GUIDANCE  
COORDINATORS/ADVOCATES ON THE IMPLEMENTATION OF CAREER GUIDANCE  
PROGRAM**

September 18-19, 2025

Keith Joshua's Catering Services, San Isidro, Iriga City

**EXECUTIVE COMMITTEE**

**MARIA-MAGNOLIA F. BRIOSO, CESO VI**

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent

Over-All Chairman

**MAYLANI L. GALICIA**

Assistant Schools Division Superintendent

Co-Chairman

**NOEL G. CA BALTERA**

Chief, SGOD

**PROGRAM MANAGEMENT TEAM**

**SHARA LYN G. RAMOS**

PDO-I/Division YFP Focal/Career Guidance Focal

**TECHNICAL WORKING GROUP**

Program & Invitation	Shara Lyn G. Ramos
Registration/Attendance	Sharon C. Saldo- EPS II
Certificates	Vanessa A. Pamparo- Admin Aide I
Monitoring & Evaluation	Jhomer I. Rosal- SEPS, SMME
Welfare Officer	Marylen A. Cabaltera- Nurse II
Emcee	Rona Mae T. Baal



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**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA**

Enclosure No. 2 to Division Memorandum No. 270s, 2025

**CAPACITY BUILDING AND TRAINING FOR SCHOOL CAREER GUIDANCE  
COORDINATORS/ADVOCATES ON THE IMPLEMENTATION OF CAREER GUIDANCE  
PROGRAM**

September 18-19, 2025  
Keith Joshua's Catering Services, San Isidro, Iriga City

**PROPOSED PROGRAM MATRIX**

Inclusive Time	DAY 1	
	Program	Persons Involved/Resource Person
7:30am-8:00am	Registration/Attendance	
8:00am-9:00am	Preliminaries <i>Pambansang Awit</i> <i>Ecumenical Prayer</i> <i>Bagong Pilipinas Hymn</i> <i>SDO Iriga March</i>  <i>DepEd Quality Policy Statement</i>	AVP
	Acknowledgement of Participants	Sharon C. Saldo- EPS II
	Welcome Remarks	Maylani L. Galicia ASDS
	Message	Maria-Magnolia F. Brioso OIC-SDS
	Photo Documentation	
	Statement of Purpose	Shara Lyn G. Ramos PDO-I, YFP
9:30am-9:15 am	Health Break	Selected SSLG Officers
9:15am-10:00am	Reiteration of Guidelines in the Supervision and Implementation of the DepEd Career Guidance Program	Shara Lyn G. Ramos PDO-I, YFP Focal
10:00am-11:45am	Guidance Services and Clientele	Yveth F. Viacrusis Teacher-II, Santiago IS
12:00nn-1:00pm	Lunch Break	
1:00pm-2:30pm	Mental Health, Values Formation, and Career Resilience	Lea Katrine S. Verona, RPm, MaEd GC Instructor-II, CSPC-Buhi
2:30pm-3:00pm	Health Break	
3:00pm-4:30pm	Planning School-Based Career Guidance Activities/Organizing Career Fairs	Teresa V. Buena, RGC-III ZAHS
4:30pm-5:00pm	End of Day Evaluation Reminders	
DAY 2		
7:00am-8:00am	Registration/Attendance	
8:00am-8:30am	Management of Learning	
8:30am-9:30am	Stakeholder's Engagement in Career Advocacy	Invited PESO Officers



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9:30am-10:00am	Health Break	
10:00am-11:30am	Documentation and Reporting Mechanism of CGP Initiative	Shara Lyn G. Ramos PDO-I, YFP Focal
12:00nn-1:00pm	Lunch Break	
1:00pm-2:00pm	WAP Workshop	
2:00pm onwards	Closing Program	
	<i>Nationalistic Song</i> <i>Prayer</i>	
	Sharing of Insights Message	Selected Participants Maria-Magnola F. Brioso, OIC-SDS
	Awarding of Certificates Closing Remarks	Noel G. Cabaltera Chief-SGOD
	Closing Prayer	



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