



Republic of the Philippines
Department of Education
Region VI – Western Visayas
Schools Division Office of Kabankalan City

City of Kabankalan


Telefax No.: (034) 4712003 Email: dep_ed_bangkal@yahoo.com



DIVISION MEMORANDUM

No. 297, s. 2019

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads / Principals
All Concerned

FROM :  **PORTIA M. MALLORCA, PhD, CESO V**
Schools Division Superintendent

SUBJECT : Capacity Building of Guidance Counselors / Designates / Advocates in the
Formation and Implementation of Guidance and Counseling Programs and Services

DATE : 02 December 2019

1. The Schools Division Office of Kabankalan City through the Youth Formation Unit will facilitate a "Capacity Building of Guidance Counselors / Designates / Advocates in the Formation and Implementation of Guidance and Counseling Programs and Services" on December 13, 2019 from 7:30 in the morning to 5:00 in the afternoon at The Library Hub, ERAMS East, Kabankalan City.
2. The said training aims for participants to be able to:
 - Understand the policies and legal mandates in the formation and implementation of guidance and counseling programs and services in schools.
 - Identify programs, services, and activities that are appropriate and responsive to the concerns and needs of their students.
 - Develop a plan in establishing and/or formation of the Guidance and Counseling Program in their respective school.
3. Elementary and Secondary Schools are directed to send **One (1) Guidance Counselor / Designate / Advocate** to this training.
4. School Heads / Principals need to confirm their participants to Ms. Dxyll Garl de Jesus, Youth Formation Officer, not later than Monday / December 09, 2019 through email at dxyllgarl.dejesus@deped.gov.ph or text at +639155207505.
5. Morning and afternoon snacks and lunch will be served. Travel and other expenses incurred shall be charged against local funds and/or MOOE subject to usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this memorandum is required.