

	<p>Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal La Trinidad, Benguet</p>		<p>Document Code: SDO-BENG-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 09-03-2018</p>
<p><b>DIVISION MEMORANDUM NO:</b> <u>121</u></p>		<p><b>Name of Office: SGOD- YOUTH FORMATION</b></p>	

**TO:** Chief SGOD and CID  
Public Schools District Supervisors and Coordinating Principals  
Public Secondary School Heads  
Teacher-Guidance Designates or Child Protection Policy (CPP) Focal/Coordinator  
Guidance Counselors

APR 24 2019

**FROM:**   
**MARIE CAROLYN B. VERANO, CESO VI**  
Schools Division Superintendent

**SUBJECT: CAPABILITY BUILDING OF GUIDANCE DESIGNATES ON THE IMPLEMENTATION OF GUIDANCE AND COUNSELING PROGRAMS (HIGH SCHOOL LEVEL)- PHASE II**

**DATE:** 22 April 2019

1. The Schools Division of Benguet shall conduct a **Capability Building of Guidance Designates on the Implementation of Guidance and Counseling Programs (High School Level)- Phase II** on **May 9-10, 2019** at a venue to be announced later.
2. The training aims to:
  - a. provide information, discussion and workshops on:
    - i. Handling Bullying and Interventions
    - ii. Identifying and Managing Cases of Abuse and Interventions
    - iii. Basic Coaching Skills on Handling Student Cases for Guidance Designates
    - iv. Self-care for Guidance Designates and Counselors
  - b. orient participants on Child Protection Policy (CPP) and Reporting Guidelines
  - c. assist the Guidance Designates in planning and implementing their Guidance and Counseling Programs
3. Participants to the said training are those designated as School Teacher-Guidance Designates or CPP Focal/Coordinator, preferably those who attended Phase I of the said training last July 2018. Participants are to bring their copies of actions plans last school year, 2018-2019 as reference for Action Planning. One (1) High School Teacher-Guidance Designate per school.
4. Also, Teacher-Participants shall be entitled to two (2) days service credits in accordance with DepEd Order No. 53 s. 2003 entitled, *"Updated Guidelines on the Grant of Vacation Service Credits to Teachers"*.
5. Kindly confirm the name/s of participant/s on or before **May 06, 2019** through *Mr. Kenneth W. Kelcho at 0929-4846-740 or Mr. Joven B. Agtani at 0918-5191-656.*
6. Meals and snacks shall be charged against the Division MOOE-HRTD Fund while travel and other expenses incurred shall be charged to School MOOE subject to usual the accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this memorandum is desired.