Office *the Schools Division Superintendent*

26 October 2026

Division Memorandum
No. 514 s. 2026

CONDUCT OF THE CAPACITY BUILDING FOR SCHOOL COUNSELOR ASSOCIATES ON THE CAREER GUIDANCE PROGRAM

To:

Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Febra Valerie T. Ardines- Talisay Integrated School
Lalaine D. Sanchesz- Dapitan City Central School
Riza G. Borgonia- Dapitan City National High School
Kathleen A. Tagapan- Baylimango National High School
Kisha Pratima F. Lacquio- Ilaya National High School
Melanie F. Rudas- Taguilon National High School
Mark Frederick Magallanes- Potungan National High School
All Other Concerned

1 . In reference to Regional Memorandum No. 785 s. 2026, the Department of Education Regional Office IX, through the Education Support Services Division (ESSD) announces the conduct of the **Regional Capacity Building for School Counselor Associates on the Career Guidance Program** on **November 5-6, 2026** in **Pagadian City.**

2. The abovementioned activity is a platform that will provide participants with the essential knowledge, practical skills, and tools necessary to effectively plan, implement, monitor, and evaluate Career
Guidance Program activities in their respective schools. It also aims to establish a common understanding of the expectations, standards, and best practices in delivering career guidance services across Region IX.

3. In light of this, **109 School Counselor Associates** are hereby requested to actively participate in the said activity. The number of participants per SDO and the guidelines in the selection are stipulated in of the **ANNEX A** Regional Memorandum.

4. For confirmation of attendance, please have the designated representatives complete the **online registration form** via this link: https://tinyurl.com/CapBforSCAs on or before October 30, 2026.

5. The Indicative Program of Activities is attached as **Annex B of the Regional Memorandum** for your guidance and reference.

6. Travel and other incidental expenses of the participants are chargeable to Local Funds, Program Support Funds (PSF), Maintenance and chargeable to Local Funds, Program Support Funds (PSF), Maintenance and Other Operating Expenses (MOOE), or other fund sources, while the accommodation and board and lodging during the two-day activity shall be charged against Regional Office Funds, subject to its availability and the usual government accounting and auditing rules and regulations.

7. For questions and/or concerns, you may reach via email at Sheila.apiag@deped.gov.ph or kathleenjoy.padilla@deped.gov.ph or through mobile number 09171598626.

8. Immediate dissemination of and appropriate action to this memorandum are desired.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
No: 521 Date: 10/27/22
Time: 1:10 By:

Republic of the Philippines

Department of Education

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director

October 22, 2026

REGIONAL MEMORANDUM
ESSD-2026-_____

To: **Assistant Regional Director**
Schools Division Superintendents
SGOD Chiefs
Division of Dapitan City
Division of Dipolog City
Division of Isabela City
Division of Pagadian City
Division of Zamboanga del Norte
Division of Zamboanga del Sur
Division of Zamboanga Sibugay
All Others Concerned
This Region

CORRIGENDUM TO THE REGIONAL MEMORANDUM ON THE CONDUCT OF CAPACITY BUILDING FOR NEWLY HIRED SCHOOL COUNSELOR ASSOCIATES (SCAs) ON THE CAREER GUIDANCE PROGRAM

1. In reference to **Regional Memorandum No. 785, s. 2026**, titled "*Conduct of the Capacity Building for School Counselor Associates on the Career Guidance Program*" dated October 19, 2026, please be informed that the schedule of the activity has been moved to **November 5–6, 2026**. Further, the herein indicated guidance counselors are the resource persons for the above activity:

Names	**Designation**	**Division**
Harold T. Antes	GC III	Zamboanga City
Miaflor A. Ogarte	GC III	Dipolog City
Chique Cherry C. Lumbay	GC III	Zamboanga del Sur
Jacqueline Y. Coyme	GC III	Pagadian City

2. All other provisions of the aforesaid Memorandum shall remain in effect.

3. For your information, guidance, and compliance.

Firmo Ronelo Al Kahano
2026.10.23 12:51:00 +08'00'

RONELO AL K. FIRMO, PhD, CESO IV
Regional Director

ESSD/SRBA/aam/RM
180/October 22, 2026

Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA
Office of the Regional Director

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE IX
RELEASED
9704
By Mark Ariel Blanco - Releasing Date: 10/21/2026

October 19, 2026

REGIONAL MEMORANDUM
ESSD-2026-785

To: **Assistant Regional Director**
Schools Division Superintendents
SGOD Chiefs
Division of Dapitan City
Division of Dipolog City
Division of Isabela City
Division of Pagadian City
Division of Zamboanga del Norte
Division of Zamboanga del Sur
Division of Zamboanga Sibugay
All Others Concerned
This Region

CONDUCT OF THE CAPACITY BUILDING FOR SCHOOL COUNSELOR ASSOCIATES ON THE CAREER GUIDANCE PROGRAM

1. The Department of Education Regional Office IX, through the Education Support Services Division (ESSD) announces the conduct of the **Regional Capacity Building for School Counselor Associates on the Career Guidance Program** on **November 7-8, 2026** in **Pagadian City**.

2. The abovementioned activity is a platform that will provide participants with the essential knowledge, practical skills, and tools necessary to effectively plan, implement, monitor, and evaluate Career Guidance Program activities in their respective schools. It also aims to establish a common understanding of the expectations, standards, and best practices in delivering career guidance services across Region IX.

3. In light of this, **109 School Counselor Associates** are hereby requested to actively participate in the said activity. The number of participants per SDO and the guidelines in the selection are stipulated in **Annex A**.

4. For confirmation of attendance, please have the designated representatives complete the **online registration form** via this link: https://tinyurl.com/CapBforSCAs on or before October 30, 2026.

5. The Indicative Program of Activities is attached as **Annex B** for your guidance and reference.

6. Travel and other incidental expenses of the participants are chargeable to Local Funds, Program Support Funds (PSF), Maintenance and Other Operating Expenses (MOOE), or other fund sources, while the the accommodation and board and lodging during the two-day activity shall be charged against Regional Office Funds, subject to its availability and the usual government accounting and auditing rules and regulations.

7. For questions and/or concerns, you may reach us via email at sheila.apiag@deped.gov.ph or kathleenjoy.padilla@deped.gov.ph, or through mobile number 09171598626.

8. Immediate dissemination of and appropriate action to this Memorandum are desired.

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RONELO AL K. FIRMO, PhD, CESO IV
Regional Director

ESSD/SRBA/kjbp/RM
171/October 14, 2026

Annex A.

GUIDELINES ON THE SELECTION OF PARTICIPANTS

The selection of participants from the Schools Division Offices (SDOs) in the conduct of the **Capacity Building for School Counselor Associates on Career Guidance Program** shall adhere to the following guidelines:

1. Must be hired within the current year as a **School Counselor Associate**;
2. Must not have participated in any previous Career Guidance Program training or capacity-building activity;
3. Must be officially endorsed by the Schools Division Superintendent (SDS); and
4. The number of participants per Schools Division Office shall be based on the following allocation:

Schools Division Office	**Number of Participants**
Dapitan City	7
Dipolog City	17
Isabela City	14
Pagadian City	17
Zamboanga del Norte	18
Zamboanga del Sur	18
Zamboanga Sibugay	18
Total	**109**

Annex B.

INDICATIVE PROGRAM OF ACTIVITIES

CONDUCT OF THE CAPACITY BUILDING FOR SCHOOL COUNSELOR ASSOCIATES ON THE CAREER GUIDANCE PROGRAM
November 7-8, 2026 | Pagadian City

Time	Activity Content
Day 1 – November 7, 2026	
7:30 a.m. - 8:00 a.m.	Registration/Attendance
8:00 a.m. - 9:00 p.m.	**Opening Program** - Preliminaries: AVP - Welcome Remarks: - Statement of Purpose: - Roll Call of Participants - Introduction of the Resource Persons - Message - QAME - Event Rules Safety Orientation
9:00 a.m. – 10:30 a.m.	Part II – Plenary Sessions and Team Building Session 1: Essential Guidance Services
10:30 a.m. – 12:00 p.m.	Session 2: Roles and Responsibilities of SCAs
12:00 p.m. – 1:00 p.m.	LUNCH... LUNCH... LUNCH...
1:00 p.m. – 2:30 p.m.	Session 3: Basic Counseling and Helping Skills
2:30 – 4:00 p.m.	Session 4: Mental Health Crisis Response and Management
4:00 p.m. – 5:30 p.m.	Session 5: Case Documentation, Confidentiality, and Referral Pathways
6:00 pm – 6:30 pm	DINNER... DINNER... DINNER...
Day 2 – September 9, 2026	
6:00 a.m. - 7:30 a.m.	BREAKFAST... BREAKFAST... BREAKFAST
7:30 a.m. – 8:00 a.m.	Management of Learning
8:00 a.m. – 9:30 a.m.	Session 6: DepEd Issuances on Safety and Wellness
9:30 a.m. – 11:00 a.m.	Session 7: Deped Testing Tools and Materials
11:00 a.m. – 12:00 p.m.	Session 8: School Mental Health Program
12:00 p.m. – 1:00 p.m.	LUNCH... LUNCH... LUNCH...

1:00 p.m. – 2:00 p.m.	Session 9: Homeroom Guidance
2:00 p.m. – 3:00 p.m.	Session 10: Caring for Carers
3:00 p.m. – 4:00 p.m.	Session 11: Workshop: Case Scenario Analysis and Referral Simulation
4:00 p.m. – 4:15 p.m.	Post-Training Knowledge Assessment
4:15 p.m. – 5:30 p.m.	CLOSING PROGRAM
6:00 pm – 6:30 pm	DINNER... DINNER... DINNER...