



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 499, s.2025

**CAREER GUIDANCE PROGRAM SCHOOL-BASED TRAINING
 OF CAREER ADVOCATES**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (SGOD & CID)
 Public Secondary School Heads
 All Others Concerned

1. Pursuant to Republic Act No. 10533, or the "Enhanced Basic Education Act of 2013," the Department of Education (DepEd) reaffirms its commitment to building a responsive and effective basic education system that fosters productive and responsible citizens. The Schools Division of Vigan City will conduct a school-based training for career advocates from September 16 to 19, 2025. The venue will be announced in a separate memorandum.
2. The training program is aimed at helping participants:
 - a) Analyze the current implementation of the Career Guidance Program in basic education, identify existing gaps and challenges, and recommend school-specific strategies for improvement and sustainability;
 - b) Demonstrate a clear understanding of the key theories, principles, and goals of guidance as a vital support system that enhances learner development and strengthens the teaching-learning process;
 - c) Explain the role and framework of Career Advocacy within DepEd's Career Guidance Program, and effectively use available tools, resources, and learner profiling data to support students in making informed, meaningful academic and career decisions;
 - d) Employ effective instructional strategies and make purposeful use of career development materials to guide secondary school learners in becoming career-aware, goal-oriented, and equipped for future academic and employment pathways; and
 - e) Complete a summative assessment to demonstrate the knowledge, skills, and competencies acquired from the training, as a requirement for certification as a Career Advocate.
3. Enclosed are the program matrix, the composition of the program management teams, and the list of identified participants.



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4. Moreover, all participants must register using this link not later than August 7, 2025: <https://tinyurl.com/CGPSBTProfile>
5. This memorandum serves as a locator slip for all identified participants.
6. Widest dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encls.: As stated
Reference: Regional Memorandum No. 422, s. 2025
To be indicated in the Perpetual Index
Under the following subjects:

GUIDANCE & COUNSELING

TRAINING





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

PROGRAM MATRIX
SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)

DAY 1 (September 16, 2025)		
Inclusive Time	Mins	Program
7:30 am – 8:00 am	30 min	Arrival and Registration
8:00 am – 8:45 am	30 min	Opening Program - National Anthem (AVP) - Prayer (AVP) - DepEd QPS (AVP) - Welcome Remarks – ANNIE D. PAGDILAO, EdD, CESO VI Asst. Schools Division Superintendent - Message - VILMA D. EDA, CESO V Schools Division Superintendent - Orientation - CLARITO A. SIABABA, EdD Education Program Supervisor
8:45 am – 10:15 am	90 min	Plenary 1: YFD CGP Introduction MS. GWYNETH P. NEGAPATAN Guidance Counselor III - ISNHS
10:15 am – 10:30 am	15 min	Health Break
10:30 am – 12:00 am	90 min	Plenary 2: Overview of Career Guidance Program MS. ROWENA P. NAVARRO Guidance Counselor III - ISNHS
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:30 pm	60 min	M1S1: Guidance: Principles, Goals and other related Concepts MS. NADIA MARIE A. ADCAPAN Guidance Coordinator III - ISNHS
2:30 pm – 2:45 pm	15 min	Health Break
2:45 pm – 5:00 pm	15 min	Pre-test/ End of the day evaluation / Writing Activity / Reflection / Other Reminders

DAY 2 (September 17, 2025)		
Inclusive Time	Mins	Program
8:00 am – 8:20 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M1S2: Guidance Service and Clientele MS. ROWENA P. NAVARRO Guidance Counselor III - ISNHS
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	M1S3: The History of Career Guidance MS. GWYNETH P. NEGAPATAN Guidance Counselor III - ISNHS



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12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:15 pm	75 min	M1S4: Career Education in the Context of Guidance MS. NADIA MARIE A. ADCAPAN Guidance Coordinator III - ISNHS
2:15 pm – 3:00 pm	45 min	M1S5: Theories for Career Choice and Development MS. ROWENA P. NAVARRO Guidance Coordinator III - ISNHS
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:00 pm	45 min	M2S6: Legal Bases of Career Guidance in the Philippines MS. GWYNETH P. NEGAPATAN Guidance Counselor III - ISNHS
4:00 pm – 5:00 pm	60 min	End of the day evaluation / Writing Activity / Reflection / other reminders

DAY 3 (September 18, 2025)

Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:00 am	90 min	M2S7: The Career Advocate MS. NADIA MARIE A. ADCAPAN Guidance Coordinator III - ISNHS
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	M2S8: Linkage Development MS. ROWENA P. NAVARRO Guidance Coordinator III - ISNHS
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 2:30 pm	90 min	M3S9: Developing the Career- Conscious K-12 Graduate through Instruction as the Delivery System MS. GWYNETH P. NEGAPATAN Guidance Counselor III - ISNHS
2:30 pm – 3:00pm	30 min	M3S9: Developing the Career- Conscious K-12 Graduate through Instruction as the Delivery System MS. NADIA MARIE A. ADCAPAN Guidance Coordinator III - ISNHS
3:00 pm – 3:30 pm	30 min	Health Break
3:30 pm - 4:20 pm	50 min	M3S10: Guidance Service as Delivery System MS. ROWENA P. NAVARRO Guidance Coordinator III - ISNHS
4:20 pm – 5:00 pm	40 min	End of the day evaluation / Writing Activity / Reflection / other reminders

DAY 4 (September 19, 2025)

Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning



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8:30 am – 10:00 am	90 min	M3S10: Guidance Service as Delivery System (continuation) MS. GWYNETH P. NEGAPATAN Guidance Counselor III - ISNHS
10:00 am – 10:15 am	15 min	Health Break
10:15 am – 12:00 pm	105 min	M3S11: Co-curricular Activities as Delivery System MS. NADIA MARIE A. ADCAPAN Guidance Coordinator III - ISNHS
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 pm – 3:00 pm	120 min	M3S12: DO No. 30 s. 2017 (Guidelines for Work Immersion) and DO No. 39 s. 2018 (Clarification and Additional Information to DO No. 30 s. 2017) MS. ROWENA P. NAVARRO Guidance Coordinator III - ISNHS
3:00 pm – 3:15 pm	15 min	Health Break
3:15 pm – 4:30 pm	75 min	WAP Orientation/Individual WAP Output Post Test MS. NADIA MARIE A. ADCAPAN Guidance Coordinator III - ISNHS
4:30 pm – 5:00 pm	30 min	End of the day evaluation/clearing house / other reminders/Closing Program

PROGRAM MANAGEMENT TEAM

Consultants:	Vilma D. Eda, CESO V Schools Division Superintendent Annie D. Pagdilao, EdD, CESO VI Assistant Schools Division Superintendent
Program Managers:	Aurelyn F. Fieldad, EPS II-HRD/Research Clarito A. Siababa, EPS-EsP/GMRC/VE/HGP Sherwin D. Fabre, PDO I-YFD
Lead Trainers	Nadia Marie A. Adcapan, Guidance Coordinator III Rowena P. Navarro, Guidance Counselor III
Support Trainer	Gwyneth Negapatan, Guidance Counselor III
Monitoring and Evaluation:	Grace F. Castaneda, SP2, QAME
Welfare Officer	Maria Korynne P. Taborda, Nurse 2
Secretariat/Documenter:	Sherwin D. Fabre, PDO I-YFD Alimar Ablog, EPS II-SocMob
Moderator:	Aurelyn F. Fieldad, EPS II-HRD/Research



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

PARTICIPANTS TO SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)

A. Grade 7 Teachers

No.	NAME	POSITION	SCHOOL
1.	Cristina P. Parada	Master Teacher I	Ilocos Sur National High School
2.	Joy Jean Marie L. Rapada	Master Teacher II	Ilocos Sur National High School
3.	Noemi T. Realin	Teacher III	Ilocos Sur National High School
4.	Rolly A. Raceles	Master Teacher II	Ilocos Sur National High School
5.	Gema R. Bacilig	Teacher III	Ilocos Sur National High School
6.	Josephine P. Rabacca	Master Teacher I	Ilocos Sur National High School
7.	Renan Y. Soriano	Master Teacher I	Ilocos Sur National High School
8.	Angelica P. Andres	Teacher III	Ilocos Sur National High School
9.	Marianne C. Bravo	Teacher III	Ilocos Sur National High School
10.	Mary Rose Charisma B. Asiong	Teacher III	Ilocos Sur National High School

B. Grade 8 Teachers

No.	NAME	POSITION	SCHOOL
11.	Mardeth T. Reotutar	Teacher III	Ilocos Sur National High School
12.	Angeline A. Rafanan	Master Teacher I	Ilocos Sur National High School
13.	Leonardo F. Castaneda	Master Teacher I	Ilocos Sur National High School
14.	Ma. Cleofe C. Quitevis	Master Teacher II	Ilocos Sur National High School
15.	Christopher T. Tapo	Master Teacher I	Ilocos Sur National High School
16.	Ruth Anthony Langbayan	Teacher III	Ilocos Sur National High School
17.	Renante G. Bista Jr.	Master Teacher I	Ilocos Sur National High School
18.	Miriam Grace Battad	Master Teacher I	Ilocos Sur National High School
19.	Evelyn P. Paa	Teacher I	Ilocos Sur National High School
20.	Jonelyn V. Refuerzo	Teacher III	Ilocos Sur National High School
21.	Rebecca G. Ascano	Teacher III	Ilocos Sur National High School
22.	Lizette G. De Peralta	Teacher III	Vigan National High School West
23.	Cindy A. Presto	Teacher III	Vigan National High School East

C. Grade 9 Teachers

No.	NAME	POSITION	SCHOOL
24.	Amor T. Tabangcura	Master Teacher I	Ilocos Sur National High School
25.	Khen Kdunny A. Palacpac	Master Teacher I	Ilocos Sur National High School
26.	Jennifer Rose B. Quitevis	Teacher III	Ilocos Sur National High School
27.	Clarita T. Manalang	Master Teacher I	Ilocos Sur National High School
28.	Benelyn R. Alcausin	Master Teacher II	Ilocos Sur National High School
29.	Froilan R. Pastor	Master Teacher I	Ilocos Sur National High School
30.	John Lorenz G. Catura	Master Teacher I	Ilocos Sur National High School
31.	Annabelle F. Tolentino	Teacher III	Ilocos Sur National High School
32.	Jeffrey S. Pido	Teacher III	Ilocos Sur National High School



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D. Grade 10 Teachers

No.	NAME	POSITION	SCHOOL
33.	Julius P. Pajarillo	Master Teacher I	Ilocos Sur National High School
34.	Joan R. Tacud	Master Teacher II	Ilocos Sur National High School
35.	Leila R. Rabo	Master Teacher I	Ilocos Sur National High School
36.	Regina A. Llagas	Master Teacher I	Ilocos Sur National High School
37.	Marvelon C. Ragasa	Master Teacher I	Ilocos Sur National High School
38.	Julio T. Amistad	Master Teacher I	Ilocos Sur National High School
39.	Evelyn R. Vera Cruz	Master Teacher II	Ilocos Sur National High School
40.	Evangeline R. Dela Cruz	Master Teacher II	Ilocos Sur National High School
41.	Remedios M. Martinez	Teacher III	Ilocos Sur National High School
42.	Caridad T. Tabisula	Teacher III	Ilocos Sur National High School
43.	Amelyn Q. Sanchez	Teacher III	Ilocos Sur National High School
44.	Mary Mae A. Javier	Teacher III	Ilocos Sur National High School
45.	Noreen Dominica A. Ballerta	Teacher III	Vigan National High School East

E. Grade 11 Teachers

No.	NAME	POSITION	SCHOOL
46.	Sharon R. Raquepo	Teacher II	Ilocos Sur National High School
47.	Christel Joy M. Ramos	Teacher III	Ilocos Sur National High School
48.	Eralyn A. Andaya	Teacher II	Ilocos Sur National High School
49.	Ammiel Dwane Alquetra	Teacher II	Vigan National High School East

F. Grade 12 Teachers

No.	NAME	POSITION	SCHOOL
50.	Mary Antonette R. Sy	Teacher II	Ilocos Sur National High School
51.	Star Jewel A. Bisenio	Teacher II	Ilocos Sur National High School
52.	Kenneth Matthew V. Obrero	Teacher II	Ilocos Sur National High School
53.	Jefferson R. Borillo	Teacher II	Vigan National High School East
54.	Edmund C. Ragucos	Teacher II	Vigan National High School West