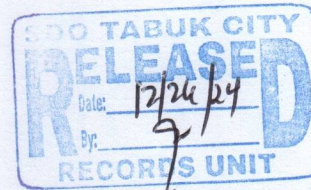




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum

23 Dec 2024

No. 517 s.2024

ENLISTMENT OF GUIDANCE -DESIGNATE RECOMMENDEES

To:

ASDS
CID and SGOD Chiefs
School Heads of Public Elementary and Secondary Schools
School Paper Advisers and Coaches
All Others Concerned

1. With the signing into law of the Republic Act 12080 or the Basic Education Mental Health and Well-Being Promotion Act that aims to institutionalize comprehensive mental health initiatives for basic education institutions to foster awareness, prevention, and support for the well-being of students, the Schools Division Office herein directs the enlistment of Guidance -Designates through the recommendation of the school heads of schools with 500 learners.


2. The enlistment of Guidance- Designate recommendees shall facilitate the identification of personnel to be designated by the Schools Division Superintendent in accordance with DO 5, s. 2024; and eventually for mentoring, coaching, and other learning and development activities under the supervision of the Schools Division Office. Guidance-Designates shall:

- a. assist in the conduct of mental health screenings, crisis responses, Information, Inventory, Placement, Career Guidance, Research and Evaluation, Assessment, and Follow-up Services,
- b. refer to the Registered Guidance Counselor in the Schools Division Office or Guidance Counselor in a nearby school for any counseling cases (Ref. DM-OUCI-2021-359)
- c. facilitate referral of special cases (such as but not limited to drug addiction, child sexual abuse, harassment, suicide, cases involving Children at Risk and Children in Conflict with the Law (CAR-CICL) to appropriate/ agencies through the School Head for the best interest of the learners, concerning DO 8, s. 2015;
- d. and other related functions as may be assigned.

3. School Heads are directed to submit the names of their recommended Guidance-Designates following the ratio 1 Guidance -Designate: 500 learners (Ref. DO 77 S. 2010) through the link <https://forms.office.com/r/gyVpajC6d0> not later than December 27, 2025.

4. For any clarifications relative to this Division Memorandum, please contact Doddie Marie L. Duclan through Mobile No. 09156185054.

5. Compliance to this memorandum is enjoined.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

dmd/cid/memo_on_designation_of_guidance_designates