



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

03 Mar 2025

DIVISION MEMORANDUM

No: 88 s. 2025

To: CID Chief
 SGOD Chief
 Public Schools District Supervisors
 School Heads Concerned
 All Others Concerned

DESIGNATION OF SCHOOLS DIVISION COUNSELOR AND SCHOOL GUIDANCE DESIGNATES

1. Aligned with the 5-Point Reform Agenda under Key Point on ensuring provision of enabling learning environment, this Office hereby designates the Schools Division Counselor and School Guidance Designates effective immediately until rescinded or terminated.
2. The designation of Schools Division Counselor and School Guidance Designates aims to ensure seamless implementation of comprehensive mental health initiatives for SDO Tabuk City to foster awareness, prevention, and support for the well-being of learners;
3. The following personnel are to serve the duties of their indicated designations:

No	OFFICE/ SCHOOL	NAME	POSITION	DESIGNATION
1	SDO-TABUK CITY	DODDIE MARIE L. DUCLAN, RGC	EPS	SCHOOLS DIVISION COUNSELOR
2	AGBANNAWAG NHS	CLARISSA D. LINGBAWAN	T I	GUIDANCE DESIGNATE
3	BULANAO CS	LENIE L. MUGAO	PDO I	GUIDANCE DESIGNATE
4	KALINGA NHS	MICHELLE C. LICLIC, RGC	MT II	GUIDANCE DESIGNATE
5	KALINGA NHS	MARY JOYCE A. GARMING	T III	GUIDANCE DESIGNATE
6	NANENG NHS	RANDOLF I. CUDAL	T III	GUIDANCE DESIGNATE
7	SOUTHERN TABUK IS	RAFAEL M. LADERAS	T III	GUIDANCE DESIGNATE
8	TABUK CITY CS	RAYMUNDA ANONGOS	PDO I	GUIDANCE DESIGNATE
9	TABUK CITY NHS	JOMARINE L. BAYONGAN	T III	GUIDANCE DESIGNATE
10	TABUK CITY NHS	KAYLYN L. DUCLAN, RSW	T III	GUIDANCE DESIGNATE
11	TABUK CITY NHS	MARILYN S. MANGATAM, RPsy	TIII	GUIDANCE DESIGNATE

4. The Schools Division Counselor as a Registered Guidance Counselor (RGC) shall:



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>

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- a. ensure the appropriate planning, implementation, monitoring, and evaluation of the Division Guidance Program;
 - b. provide supervision, mentoring and coaching to school guidance designates/ counselors' implementation of the school guidance program; and
 - c. coordinate/ facilitate learning and development activities for guidance designates
5. The School Guidance Designates shall:
- a. assist in the conduct of mental health screenings, crisis responses, Information, Inventory, Placement, Career Guidance, Research and Evaluation, Assessment, Follow-up Services, and other support services such as but not limited to strengthening the learners' family bonds, psychological first aid;
 - b. refer to the Schools Division Counselor in the Schools Division Office or Registered Guidance Counselor in a nearby school any counseling cases (Ref. DM-OUCI-2021-359); and
 - 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.
6. For schools with fewer than 500 learners with no guidance designate, the Head shall ensure that all learners are still cared for.
7. Immediate dissemination of and compliance with this memorandum is desired

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

CID/DmLD/DesignationMemoOfDGCand GuidanceDesignates
02/27/25



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