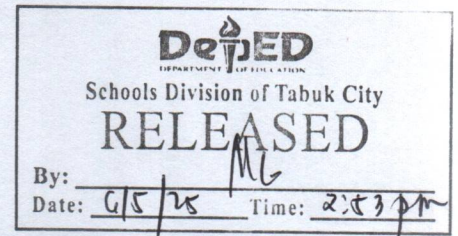




Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division of Tabuk City



Office of the Schools Division Superintendent

06 June 2025

**DIVISION MEMORANDUM**

No. 236 S. 2025

To: CID Chief  
SGOD Chief  
All Public Secondary Schools  
All Identified Designated Career Advocates  
All Others Concerned

**ATTENDANCE TO THE SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

1. In support of the Department of Education's efforts to strengthen career guidance and counseling services in schools and pursuant to RM No. 354, s. 2025 entitled "DOWNLOADING OF PROGRAM SUPPORT FUNDS AND THE IMPLEMENTING GUIDELINES OF THE CONDUCT OF THE CAREER GUIDANCE PROGRAM SCHOOL BASED TRAINING OF CAREER ADVOCATES (SBTCA)", the Schools Division Office announces the conduct of the **School-Based Training of Career Advocates (SBTCA)** on **June 11-15, 2025** at the **SDO Conference Hall**.
2. The training aims to equip Career Advocates with updated tools, strategies, and knowledge essential for guiding learners in making informed career and life decisions. It will also align advocacy efforts with the Department's Career Guidance Program.
3. Participants to this training are the designated Career Advocates in each secondary school. Please see attached Annex "A" for the list of participants, Resource Speakers and PMT and Annex "B" for the training matrix.
4. School Heads of all secondary schools are hereby instructed to ensure the attendance of their Career Advocate to the scheduled session.
5. Identified participants from the schools, members of the PMT and Resource Speakers are entitled to Service Credit/Compensatory Time-Off (CTO) equivalent to the number of days they attended on June 12, 2025 which is a Holiday and on June 14-15, 2025 which are Saturday and Sunday.
6. For more queries and clarification please get in touch with the SGOD-HRTD thru Ms. Harriet C. Buslig, SEPS with her contact number: 09094429566 and email address: [harriet.buslig@deped.gov.ph](mailto:harriet.buslig@deped.gov.ph).
4. Immediate and widest dissemination of this Memorandum is desired.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga  
Email: [tabuk.city@deped.gov.ph](mailto:tabuk.city@deped.gov.ph)  
Website: <https://www.depedtabukcity.com>

For the Authority of the  
SCHOOLS DIVISION SUPERINTENDENT  
  
JAN NOWEL E. PENA  
Asst. Schools Division Superintendent



LIST OF PARTICIPANTS	
Name	School Name
Clarissa D. Lingbawan	Agbannawag National High School
Sheryl D. Amangan	Agbannawag National High School
Elenor May Chantal Messakaraeng	Bado Dangwa NHS
Norma Baydon	Bado Dangwa NHS
Romel A. Alcanzarine	Balawag NHS
Yolanda A. Dumawing	Balawag NHS
Jonalyn B. Divina	Balong NHS
Danny W. Lalan	Balong NHS
Naty W. Fucad	Calaccad NHS
Rodencio E. Marzan Jr.	Calaccad NHS
Digie B. Almeda	Cudal NHS
Ruth M. Pascual	Cudal NHS
Aiza B. Bog-acon	Dilag IS
Floresca B. Dugao	Dilag IS
Aladin P. Caligue	Eastern Kalinga NHS
Aurenia B. Camangay	Eastern Kalinga NHS
Maryjoyce A. Garmin	Kalinga NHS
Michelle C. Liclic	Kalinga NHS
Betty B. Sison	Lacnog IS
Harrison V. Sangao	Lacnog IS
Leslie Mark D. Dacio	Nambaran AINHS
Cindy D. Dayag	Nambaran AINHS
Jennifer B. Lagrimas	New Tanglag NHS
Bernardo B. Bernardino, Jr	New Tanglag NHS
Randolf I. Cudal	Naneng NHS
Michelle A. Galdoc	Naneng NHS
Kaylyn L. Duclan	Tabuk City NHS
Marilyn S. Mangatam	Tabuk City NHS
Devie Rose P. Balonggay	Tuga NHS
Gemmalyn D. Bangayan	Tuga NHS
Annie B. Angiwot	Nambaran Agro-Industrial NHS
Julie C. Pagtan	Bulo NHS
Pilar Lingaline B. Wansi	Bantay NHS
Arman N. Gaston	Nambucayan NHS
Anabel L. Barila	Dupag NHS
Benedicta B. Gamatero	Program Manager
Sally P. Feken	Program Asst. Manager
Ramonchito A. Soriano	Program Asst. Manager
Nicasio Sumarita Jr	EPS
Vincent Martinez	SMME
Romeo Agagon	Documenter/Secretariat
Daisy May M. Bucan	Youth
Harriet C. Buslig	Proponent/Resource Speaker
Renalyn B. Codod	Resource Speaker
Brigitte D. Lardizabal	Resource Speaker
Jasmin P. Pimentel	Resource Speaker







Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
 Tabuk City, Kalinga

Inclusive Time	Mins	Program
11:45 am – 12:00 pm	15 min	<b>M2S6: Legal Bases of Career Guidance in the Philippines</b> Speaker: Jasmin P. Pimentel, Guidance Counselor III
12:00 pm – 1:00 pm	90 min	Lunch Break
1:00 pm -2:45 pm	105 min	<b>M2S7: The Career Advocate</b> Speaker: Brigitte D. Lardizabal, Guidance Counselor III
2:45 pm – 3:15 pm	30 min	Health Break
3:15 pm – 4:00 pm	45 min	End of the day evaluation / Writing Activity / Reflection / other reminders
<b>DAY 4, June 14, 2025 (Saturday)</b>		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 – 10:00 am	90 min	<b>M2S8: Linkage Development</b> Speaker: Brigitte D. Lardizabal, Guidance Counselor III
10:00 am – 10:15 am	15 min	Health Break
10:15 am -11:35 am	80 min	<b>M3S9: Developing the Career- Conscious K-12 Graduate through Instruction as the Delivery System</b> Speaker: Renalyn B. Codod, RGC, Rpm
11:35 am – 12:35 pm	60	Lunch Break
12:35 pm – 2:35 pm	120 min	<b>M3S10: Guidance Service as Delivery System</b> Speaker: Jasmin P. Pimentel, Guidance Counselor III
2:35 pm – 3:00 pm	25 min	Health Break
3:00 pm – 4:15 pm	75 min	<b>M3S10: Guidance Service as Delivery System</b> Speaker: Jasmin P. Pimentel, Guidance Counselor III
4:15 pm – 5:00 pm	30 min	End of the day evaluation/clearing house / other reminders
<b>DAY 5, June 15, 2025 (Sunday)</b>		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 am – 10:30 am	120 min	<b>M3S11: Co-curricular Activities as Delivery System</b> Speaker: Brigitte D. Lardizabal, Guidance Counselor III
10:30 am – 10:45	15 min	Health Break
10:45 am – 12:00 pm	75 min	<b>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)</b> Speaker: Jasmin P. Pimentel, Guidance Counselor III
12:00 pm -1:00 pm	60 min	Lunch Break
1:00 pm – 2:00 pm	90 min	<b>WAP Orientation</b> Harriet C. Buslig, SEPS-HRTD
2:15 pm – 2:45 pm	30 min	WAP Orientation/Individual WAP Output Post Test End of the day evaluation/clearing house /Other reminders
2:45 – 3:00 pm	15 min	Health Break
3:00 – 3:30	30 min	<b>CLOSING PROGRAM</b>  <b>Closing Remarks</b> Jan Nowel E. Peña Asst. Schools Division Superintendent  <b>Acknowledgement</b> Sally P. Feken Chief Education Supervisor, SGOD

c/o PMT





Republic of the Philippines  
 Department of Education  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF TABUK CITY**  
 Tabuk City, Kalinga  
**PROGRAM MATRIX**

**SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**  
**SDO TABUK CITY**  
**June 11-15, 2025**

DAY 1, June 11, 2025 (Wednesday)		
Inclusive Time	Mins	Program
8:00 – 8:30 am		Arrival and Registration
8:30 – 9:30 am	60 min	Opening Program <ul style="list-style-type: none"> <li>National Anthem</li> <li>Ecumenical Prayer</li> <li>DepEd QPS</li> <li>Opening Remarks/ Message</li> </ul> <b>BENEDICTA B. GAMATERO PhD, CESO V</b> Schools Division Superintendent <ul style="list-style-type: none"> <li>Introduction of Participants</li> <li>Photo Documentation</li> <li>Pre-Test</li> </ul>
9:30 – 10:30 am	60 min	<b>Plenary 1: YFD CGP Introduction</b> Speaker: Renalyn B. Codod, RGC, RPm
10:30 – 10:45	15 min	Health Break
10:45 – 12:00	75 min	<b>Plenary 2: Overview of Career Guidance Program</b> Speaker: Renalyn B. Codod, RGC, RPm
12:00 – 1:00	60 min	Lunch Break
1:00 – 2:30 pm	90 min	<b>M1S1: Guidance: Principles, Goals and other related Concepts</b> Speaker: Jasmin P. Pimentel, Guidance Counselor III
2:30 -2:45 pm	15 min	Health Break
2:45 – 3:45	60 min	Pre-test/ End of the day evaluation / Writing Activity / Reflection / Other Reminders
DAY 2, June 12, 2025 (Thursday)		
Inclusive Time	Mins	Program
8:00 am – 8:30am	30 min	Management of Learning
8:30 am – 10:15 am	105 min	<b>M1S2: Guidance Service and Clientele</b> Speaker: Jasmin P. Pimentel, Guidance Counselor III
10:15 – 10:30	15	Health Break
10:30 -11:45	75 min	<b>M1S3: The History of Career Guidance</b> Speaker: Brigitte D. Lardizabal, Guidance Counselor III
12:00 pm – 1:00 pm	60 min	Lunch Break
1:00 – 2:15 pm	75 min	<b>M1S4: Career Education in the Context of Guidance</b> Speaker: Renalyn B. Codod, RGC, RPm
2:15 pm – 3:00 pm	15 min	Health Break
3:00 pm – 3:15 pm	15 min	End of the day evaluation / Writing Activity / Reflection /other reminders
DAY 3, June 13, 2025 (Friday)		
Inclusive Time	Mins	Program
8:00 am – 8:30 am	30 min	Management of Learning
8:30 – 9:30 am	60 min	<b>M1S5: Theories for Career Choice and Development</b> Speaker: Renalyn B. Codod, RGC, RPm
9:30 – 10:30 am	60 min	<b>M2S6: Legal Bases of Career Guidance in the Philippines</b> Speaker: Jasmin P. Pimentel, Guidance Counselor III
10:30 am – 10:45 am	15 min	Health Break