



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY
City of Tagbilaran



November 7, 2018

MEMORANDUM:

TO : **TINA AGNES B. DUMAS**
PILAR dela TORRE
LENITA ESCATRON
MARY ANN BERNALES
ROCHELLE MARGARET REAL
MONETTE LUMAMBA
RHENALYN LAMBUS
RIZA GULTIA
JAROM CINO
EVANGELINE LAGUNOY

SUBJECT : **REGIONAL TRAINING OF TRAINERS (RTOT) FOR CAREER**
ADVOCATES ON CAREER GUIDANCE TRENDS AND STRATEGIES

DATE : **November 7, 2018**

You are hereby directed to attend the Regional Training Of Trainers (RTOT) for Career Advocates on Career Guidance Trends and Strategies on November 12-16, 2018 at the Crown Regency Hotel, Guadalupe, Cebu City.

For your guidance and compliance.

Please be advised accordingly.


VIRGINIA C. ZAPANTA, Ed.D. , CESO V
Schools Division Superintendent



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
 DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
 Sudlon, Lahug, Cebu City



OCT 31 2018

REGIONAL MEMORANDUM

No. **0827** s. 2018

REGIONAL TRAINING OF TRAINERS (RTOT) FOR CAREER ADVOCATES
ON CAREER GUIDANCE TRENDS AND STRATEGIES

To: Schools Division Superintendents
All Others Concerned

1. This Office through the Human Resource Development, Education Support Services, and Curriculum Learning Management Divisions will conduct the **Regional Training of Trainers (RTOT) of Region VII Career Advocates on Career Guidance Trends and Strategies** on November 12-16, 2018 at the Crown Regency Hotel, Guadalupe, Cebu City.
2. This activity aims to:
 - a. build the capacity of trainers to conduct the training of teachers and career advocates on career guidance trends and strategies;
 - b. acquire the techniques how to guide students on new career trends and opportunities; and
 - c. prepare each divisions' training implementation plan.
3. Schools Division Superintendents are required to submit the List of Participants on or before **November 7, 2018 following the specified number below, using the enclosed template through giun.asp@gmail.com or fax at (032) 414-7399.**

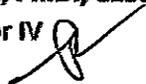
Division	Number of Required Participants
Cebu Province	40
Bohol	30
Negros Oriental	30
Cebu City	15
Bayawan City	12
Carcar City	12
Danao City	12
Dumaguete City	12
Lapu-lapu City	12
Mandaue City	12
Siquijor	12
Talisay City	12
Toledo City	12
Bais City	9
City of Bogo	9
Guihulngan City	9
City of Naga	9
Tagilaran City	9
Tanjay City	9

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
 Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
 Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
 Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
 414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
 Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

“ ESD 2015: Karapatan ng Lahat, Pananagutan ng Lahat ”

4. For proper guidance and reference of all concerned, enclosed are the following documents:
 - a. Enclosure No. 1 – Program Schedule Matrix (PSM)
 - b. Enclosure No. 2 – Program Management Team (PMT)
5. Participants are expected to be at the training venue on November 12, 2018 at 1:00 PM for the opening program. Trainers and facilitators are expected to report on Day Zero (November 11, 2018) for the final briefing and usual training preparations. First meal for the participants is lunch, while last meal to be served is lunch on November 16, 2018.
6. Board and lodging, travel expenses of trainers and facilitators, as well as other expenses of the training are chargeable against the downloaded funds, while travel expenses of participants are chargeable against local funds, subject to the usual accounting and auditing rules and regulations.
7. For queries and clarifications regarding the training, please contact Mr. Jun Pagal at (032) 414-7324.
8. This Memorandum served as Authority for RO7 personnel only.
9. For the information and compliance of all concerned.


SALUSTIANO T. JIMENEZ, CESO V,
OIC-ASSISTANT REGIONAL DIRECTOR
JULIET A. JERUTA, Ph.D., CESO IV

Director IV 

REGIONAL TRAINING OF TRAINERS (RTOT) OF REGION VII CAREER GUIDANCE TRENDS AND STRATEGIES

LIST OF PARTICIPANTS

Division: _____

Name	Position	Office/School	Email Address	Contact Number

Approved:

Schools Division Superintendent

**REGIONAL TRAINING OF TRAINERS FOR CAREER ADVOCATES ON CAREER GUIDANCE TRENDS &
STRATEGIES**

November 12-16, 2018

Crown Regency Hotel, Guadalupe, Cebu City

PROGRAM MANAGEMENT TEAM (PMT)

Program Director	Dr. Juliet A. Jeruta
Assistant Program Director	Dr. Salustiano T. Jimenez
Program Manager	Dr. Salustiano T. Jimenez, OIC Chief, ESSD
Co-Program Managers	Mr. Misael Borgonia, Chief, HRDD Dr. Emiliano B. Elnar, Jr., Chief, CLMD
Asst. Program Managers	Dr. Maria Jesusa C. Despojo, Chief, PPRD Dr. Benjamin Tiongzon, Chief QAD Mr. Victor V. Yntig, Chief, ASD
Finance Manager	Mr. Aniano T. Bautista, Chief FD
Training Manager	Mr. Tomas T. Pastor, EPS, HRDD Mr. Rosario M. Pagal, Jr. YFP Coord., HRDD
Co-Training Managers	Dr. Rosa H. Cabotaje, EPS, HRDD Dr. Sinfonia R. Berdin, EPS, HRDD Dr. Judith Abellaneda, EPS II, HRDD Ms. Helen D. Sabino, EPS II, HRDD Dr. Berna Y. Ysulan, PDD IV, ESSD
Secretariat and Logistics Officers	Mrs. Roselle Aguilar, HRDD, RO7 Mr. Czar Augustus Ariza, FTAD, RO7
QAME Team Leader	Dr. Benjamin Tiongzon
Quality Assurance, and Monitoring and Evaluation (QAME), and Program Management (PMT) Monitors	Dr. Eduardo Omaña, QAD, RO7 Dr. Cynthia Miro, QAD, RO7

Career Guidance Trends and Strategies	
<i>Learning Facilitators</i>	<i>Process Observers / Class Managers</i>
Mr. Adolf Aguilar	Ms. Marina S. Bernasor
Ms. Nena Bardoquillo	Ms. Aian B. Dolauta
Ms. Immaculate B. Tadena	Ms. Shy Marie Araneta
Ms. Apple Mae Ridad	Ms. Emma B. Daño
Ms. Dulce Amor Rosario De Guzman	Ms. Carmelita B. Cortes
Ms. Loyda S. Posadas	Mr. Homer C. Flores
Ms. Nicah Maan M. Cuevas	Mr. Santiago Opone Jr.
Ms. TJ Marie L. Labastida	Ms. Paz Bacolod
Ms. Jorisa Nova C. Mata	Ma. Gielmelca E. Canson
Mr. Jone Ray Melgo	Ms. Kyssa Diane D. Minerales
Ms. Sheryl P. Baritua	Mr. Joel Duarte
Ms. Hermenegilda Malagapo	Ms. Ma. Shirley P. Dignos
Ms. Joesan M. Ramos	Mr. Rhonil S. Villarín
Ms. Estrella B. Icalina	Mr. Erwin Pinuto
Ms. Leana A. Rejuso	Ms. Novelyn Calunod
Ms. Ofelia V. Marfa	Ms. Lynn Larida
Ms. Marilou T. Dornila	Ms. Ristel Nicolae R. Carampatan
Ms. Kathleen Omoso	Ms. Loviemer Casipong
Ms. Iryll Mae Macahig	Mr. Darwin Bravante
Ms. Sherryl Evan M. Jaos	
Ms. Tina Agnes B. Dumas	
Ms. Ma. Cecilia P. Lopez	
Ms. Jeji A. Villegas	

REGIONAL TRAINING OF TRAINERS FOR CAREER ADVOCATES ON CAREER GUIDANCE TRENDS AND STRATEGIES

Crown Regency Hotel, Guadalupe, Cebu City | November 12-16, 2018

PROGRAM OF ACTIVITIES

Day/Time	CLUSTER 1	CLUSTER 2	CLUSTER 3	CLUSTER 4	CLUSTER 5	
DAY 0 November 12, 2018 1:30 - 5:00 PM Arrival & Registration	DAY 2 Nov. 14, 2018					
	MANAGEMENT OF LEARNING					
	8:00 - 8:30 8:30 - 10:00 10:00 - 11:30	• Life Skills and Overview <i>Mme. Jeji Villegas</i> • Career Guidance Program Activities with Parents and Community <i>Mme. Estrella Icalina/ Ofella Marfa</i>	• Referral System <i>Mme. Immaculate B. Tadena</i> • Career Coaching <i>Mr. Jone Rey F. Melgo</i>	• Labor Market <i>Mme. Sheryl P. Baritua</i> • Core-Values: Its Integration to Career Guidance Program <i>Mme. Joriza Nova Mata</i>	• Job/Business Opportunities <i>Mme. Leana A. Refuso</i> • Life Skills and Overview <i>Mme. Jeji Villegas</i>	• NCAE Interpretation <i>Mme. Ma. Cecilia Lopez</i> <i>Mme. Germanegilda Malagapo</i> • Referral System <i>Mme. Immaculate B. Tadena</i>
DAY 1 (Plenary Session) November 13, 2018 8:00 -10:00 AM Opening Program 10:00 - 11:30 AM YFD Program Directions <i>Mr. Rosario Paga, Jr.</i> 1:00 - 2:00 PM Rudiments for Career Guidance Planning <i>Mrs. Joesan Ramos</i> 2:00 - 3:00 PM Approaches to CGP <i>Mme. Leana A. Refuso</i> 3:00 - 5:00 PM Facilitation Skills <i>Mme. Iryl Macahig</i>	12:00 - 1:00 1:00 - 1:30 1:30 - 3:00 3:00 - 4:30	LUNCHBREAK <i>Energizer</i>				
	• Labor Market <i>Mme. Sheryl P. Baritua</i> • Core-Values: Its Integration to Career Guidance Program <i>Mme. Joriza Nova Mata</i>	• Job / Business Opportunities <i>Mme. Leana A. Refuso</i> • Life Skills and Overview <i>Mme. Jeji Villegas</i>	• UNIFAST and Other Scholarship Opportunities <i>Miss TJ Marie L. Labastida</i> <i>Mme. Marilou Doronila</i> • NCAE Interpretation <i>Mme. Ma. Cecilia Lopez</i> <i>Mme. Germanegilda Malagapo</i>	• Career Guidance Program Activities with Parents and Community <i>Mme. Estrella Icalina/ Ofella Marfa</i> • Labor Market <i>Mme. Sheryl P. Baritua</i>	• Career Coaching <i>Mr. Jone Rey F. Melgo</i> • Job / Business Opportunities <i>Mme. Leana A. Refuso</i>	
	DAY 3 Nov. 15, 2018					
	MANAGEMENT OF LEARNING					
	8:00 - 8:30 8:30 - 10:00 10:00 - 11:30	• UNIFAST and Other Scholarship Opportunities <i>Miss TJ Marie L. Labastida</i> <i>Mme. Marilou Doronila</i> • NCAE Interpretation <i>Mme. Ma. Cecilia Lopez</i> <i>Mme. Germanegilda Malagapo</i>	• Career Guidance Program Activities with Parents and Community <i>Mme. Estrella Icalina/ Ofella Marfa</i> • Labor Market <i>Mme. Sheryl P. Baritua</i>	• Referral System <i>Mme. Immaculate B. Tadena</i> • Career Coaching <i>Mr. Jone Rey F. Melgo</i>	• Core-Values: Its Integration to Career Guidance Program <i>Mme. Joriza Nova Mata</i> • UNIFAST and Other Scholarship Opportunities <i>Miss TJ Marie L. Labastida</i> <i>Mme. Marilou Doronila</i>	• Life Skills and Overview <i>Mme. Jeji Villegas</i> • Core-Values: Its Integration to Career Guidance Program <i>Mme. Joriza Nova Mata</i>
	12:00 - 1:00 1:00 - 1:30 1:30 - 3:00 3:00 - 4:30	LUNCHBREAK <i>Energizer</i>				
	• Referral System <i>Mme. Immaculate B. Tadena</i> • Career Coaching <i>Mr. Jone Rey F. Melgo</i>	• Core-Values: Its Integration to Career Guidance Program <i>Mme. Joriza Nova Mata</i> • UNIFAST and Other Scholarship Opportunities <i>Miss TJ Marie L. Labastida</i> <i>Mme. Marilou Doronila</i>	• Job / Business Opportunities <i>Mrs. Maan Cuevas-Acojido</i> • Life Skills and Overview <i>Mme. Jeji Villegas</i>	• NCAE Interpretation <i>Mme. Ma. Cecilia Lopez</i> <i>Mme. Germanegilda Malagapo</i> • Referral System <i>Mme. Immaculate B. Tadena</i>	• Labor Market <i>Mme. Sheryl P. Baritua</i> • Career Guidance Program Activities with Parents and Community <i>Mme. Estrella Icalina/ Ofella Marfa</i>	
	DAY 4 Nov. 16, 2018					
	MANAGEMENT OF LEARNING					
Officer of the Day: <i>Miss Joriza Nova Mata</i>	8:00 - 8:30 8:30 - 10:00 10:00 - 11:30 12:00 - 1:00 1:00 - 5:00	• Job / Business Opportunities <i>Mrs. Maan Cuevas-Acojido</i> • Communications Planning <i>Mme. Ma. Cecilia Lopez</i>	• NCAE Interpretation <i>Mme. Germanegilda Malagapo</i> • Communications Planning <i>Mrs. Loida Posadas</i>	• Career Guidance Program Activities with Parents and Community <i>Mme. Estrella Icalina/ Ofella Marfa</i> • Communications Planning <i>Mme. Joesan Ramos</i>	• Career Coaching <i>Mr. Jone Rey F. Melgo</i> • Communications Planning <i>Mme. Marilou Doronila</i>	• UNIFAST and Other Scholarship Opportunities <i>Miss TJ Marie L. Labastida</i> <i>Mme. Marilou Doronila</i> • Communications Planning <i>Mme. Jeji Villegas</i>
	HOME SWEET HOME					
Class Manager :	<i>Kristel Nicolae R. Carampitan</i> PDO 1 - Tanjay City	<i>Novelyn Calunod</i> PDO 1 - Siquijor	<i>Carmelita Cortes</i> PDO 1 - Carcar City	<i>Emma Dano</i> PDO 1 - Carcar City	<i>Marina Bernasor</i> PDO 1 - Bohol Province	
Process Observer	<i>Alan Dalilla</i> <i>Angelette Remolador</i>	<i>Erwin Pinuto</i> <i>Ruby Jean Bidaure</i>	<i>Silyn Marie Araneta</i> <i>Kyssa Diane Minaerales</i>	<i>Ma. Glemelca Canson</i>	<i>Lynn Larida</i> <i>Remie Durano</i>	
	<i>Mme. Nena Bardoquillo</i>	<i>Mme. Leana A. Refuso</i>	<i>Mme. Tina Agnes Dumas</i>	<i>Mme. Marilou Doronila</i>		
	<i>Mme. Leana A. Refuso</i>	<i>Mme. Joriza Nova Mata</i>	<i>Miss Dulce Maria De Guzman</i>	<i>Mme. Ma. Cecilia Lopez</i>		
	<i>Miss Dulce Maria De Guzman</i>	<i>Mme. Leana A. Refuso</i>				