



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



20 May 2025

REGIONAL MEMORANDUM

No. **354.2025**

**DOWNLOADING OF PROGRAM SUPPORT FUNDS AND THE IMPLEMENTING
 GUIDELINES ON THE CONDUCT OF THE CAREER GUIDANCE PROGRAM
 SCHOOL BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

To: Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned
 All Divisions

1. The Regional Office through the Human Resource Development Division, in coordination with the Curriculum and Learning Management Division and Education Support Services Division, downloaded a total amount of **Two million sixty-eight thousand two hundred pesos (Php 2,068,200.00)** to Schools Division Offices (SDOs) under the Program Support Fund for the Conduct of the Career Guidance Program School-Based Training of Career Advocates (SBTCA).

2. The allocation per Schools Division Office are as follows:

SDO	No. of RPs	SDO PMT & TWG	PAX	MEALS	Supplies	TOTAL
Abra	6	6	52	251,000.00	18,800.00	269,800.00
Apayao	6	6	48	231,000.00	17,300.00	248,300.00
Baguio	6	6	26	121,000.00	9,400.00	130,400.00
Benguet	10	12	95	458,000.00	34,200.00	492,200.00
Ifugao	6	6	43	207,000.00	15,500.00	222,500.00
Kalinga	6	6	37	178,000.00	13,300.00	191,300.00
Mt. Prov.	10	12	69	333,000.00	24,900.00	357,900.00
Tabuk	6	6	30	145,000.00	10,800.00	155,800.00
TOTAL			400	1,924,000.00	144,200.00	2,068,200.00

**Note: SDO Benguet and SDO MP will be having 2 classes each.*

- Attached are the implementing guidelines for the conduct of this training.
- For further queries and/or clarifications, please contact Rosita C. Agnasi, OIC-HRDD through email address at car.hrdd@deped.gov.ph.
- Immediate and widest dissemination of this Memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III
 Director IV/ Regional Director

HRDD/RCA/ IAL

DOWNLOADING OF PROGRAM SUPPORT FUNDS AND THE IMPLEMENTING GUIDELINES ON THE CONDUCT OF THE CAREER GUIDANCE PROGRAM SCHOOL BASED TRAINING OF CAREER ADVOCATES (SBTCA)



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IMPLEMENTING GUIDELINES ON THE CONDUCT OF THE CAREER GUIDANCE PROGRAM SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**I. RATIONALE**

1. The Career Guidance Program (CGP) is designed to help learners explore their choices and make responsible decisions relevant to career pathing. These include planning for their track and strand for Senior High School, choosing their curriculum exits and planning for their future.

2. Under Department of Education (DepEd) Order No. 001 s. 2023, titled "Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Authorities," the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), the Curriculum and Teaching-Bureau of Curriculum Development (CT-BCD) and the National Educators' Academy of the Philippines (NEAP), collaborated for the implementation of the CGP specifically for the training and assessment of career advocates. This is also highlighted in the disseminated joint memorandum, OUOPS No. 2023-03-8149 titled, "Guidelines on the Supervision and Implementation of the DepEd Career Guidance Program for School Year 2023-2024".

3. As stated in the abovementioned memorandum, the BLSS-YFD shall supervise the CGP-related activities, BCD shall provide quality content for the said program, and NEAP shall lead the training design and delivery of the certification process for the Career Advocates, including but not limited to the conduct of professional training, assessment, and certification process of teachers and other participants on the CGP to maintain the training standards and quality of delivery.

One of the goals of these three bureaus towards effectively implementing and delivering the CGP's intended outcomes, is the achievement of Asian Development Bank (ADB) Secondary School Education Program (SESP) Disbursement-linked Indicator (DLI) 3.3 (i.e., at least 50% of DepEd secondary schools have two teachers (preferably 1 male, 1 female) trained, certified and designated as career advocates) by providing technical assistance in the preparation of a Career Guidance Framework and setting a certification process for career advocates, including the design of the requisite training and its plan.

4. To achieve the goal of having Career Advocates in 10,800 public secondary schools, the DepEd, through these three bureaus is taking a strategic first step by implementing the Career Guidance Program (CGP) Training. Thus, this training will be conducted through the School-Based Training of Career Advocates (SBTCA), scheduled for the 1st to 2nd Quarter of Fiscal Year (FY) 2025. This initiative aims to *equip teachers with the necessary skills and knowledge to effectively guide our learners in their career choices, ensuring that every school has a dedicated advocate to support learners' career development.*

II. LEGAL BASES

1. Republic Act (RA) No. 10533, also known as the "Enhanced Basic Education Act of 2013," states that the State is mandated to create a functional basic education

system that develops productive and responsible citizens equipped with the essential competencies, skills, and values for tertiary education, middle-level skills development, employment, entrepreneurship, and lifelong learning.

2. Section 17 of the same Implementing Rules and Regulations (IRR) of RA 10533 mandates the DepEd, together with the Department of Labor and Employment (DOLE), Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), Professional Regulation Commission (PRC), National Youth Commission (NYC), industry associations, professional associations, and other relevant stakeholders, to provide programs that expose the students to the world and value of work and develop the capability of career counselors and advocates to guide the learners and equip them with the necessary life skills and values.

3. Section 4 of RA No. 11206, also known as the "Secondary School Career and Counseling Act," affirms the creation of a National Secondary School Career Guidance and Counseling Program (CGCP) to be administered by the DepEd which shall be implemented in all public and private secondary education institutions and shall start at the Grade 7 level.

4. Undergoing the said program, Section 9 of the RA No. 10533 also known as the "Enhanced Basic Education Act of 2013," the DepEd, in coordination with the DOLE, the TESDA and the CHED, shall regularly conduct career advocacy activities for secondary level students.

5. Notwithstanding the provision is aligned with Section 27 of RA No. 9258, otherwise known as the "Guidance and Counseling Act of 2004," which states that career and employment guidance counselors who are not registered or licensed with PRC shall be allowed to conduct career advocacy activities to secondary level learners at the school where they are currently employed, provided that they undergo a training program to be developed or accredited by the Department.

III. SCOPE

1. These guidelines provide the rules for the release, allocation, utilization, and liquidation/reporting of the downloaded Program Support Funds (PSF) from the Human Resource Training and Development (HRTD) Funds to the DepEd Regional Offices and Schools Division Offices that will conduct the SBTCA.

2. The allotted amount under the FY 2024 General Appropriations Act (R.A. No. 11975) Human Resource Development (HRD) Funds, being part of the Maintenance and Other Operating Expenses (MOOE) funds under the FY 2024 GAA, shall be valid until December 31, 2025, pursuant to DBM National Budget Circular No. 592, dated January 2, 2024.

IV. IMPLEMENTATION:

To ensure the smooth implementation of the SBTCA, the following guidelines outline the process for effective execution:

A. IMPLEMENTERS

1. HUMAN RESOURCE DEVELOPMENT PERSONNEL

HRDD/RCA/ IAL

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- a. Human Resource Development Division (HRDD) and Planning Officer personnel shall prepare the Work and Financial Plan (WFP) and upload it to the Program Management Information System (PMIS).
- b. HRDD, with the Curriculum and Learning Management Division (CLMD), Education Support Services Division (ESSD) and other concerned division offices, shall lead the preparation of the school-based training implementation plan for review and approval by the Regional Director.
- c. ***In case the PSF from HRTD funds are downloaded to Schools Division Offices, the Human Resource Development Section (HRDS), in collaboration with Curriculum Implementation Division (CID), School Governance Operation Division (SGOD) and other concerned offices including the involved School Head, shall lead in the preparation of the school-based training implementation plan for review and approval by the Schools Division Superintendent.***
- d. HRDS prepares the necessary documents required for the process and approval of the conduct of school-based training.
- e. HRDS Division shall submit the consolidated completion report of the conduct for school-based training to NEAP-R/HRDD.

2. NEAP-R PERSONNEL

- a. HRDS through the NEAP-R, in coordination with the Youth Formation Regional/Division Coordinator, and Curriculum and Teaching Regional/Division Focal shall act as the overall lead in the conduct of the training and assessment of the teachers (career advocates).
- b. HRDS through the NEAP-R shall ensure that the training delivery adheres to the training standards based on the NEAP DM No. 44, s. 2023, titled "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of NEAP Core Programs".

3. REGIONAL EDUKASYON SA PAGPAPAKATAO (ESP) / GMRC VALUES EDUCATION (VE) SUPERVISOR SHALL:

- a. Lead in the contextualization and development of the career guidance modules;
- b. Provide technical assistance to respective SDOs in terms of the implementation of CGP;
- c. Assist in the conduct of training, assessment, and certification of teachers; support, monitor, and evaluate the conduct of career guidance activities;
- d. Ensure the active and complete participation of qualified trainers; and
- e. Check the content of the training.

4. PLANNING OFFICER SHALL:

- a. Ensure completion of documentary requirements prior to the training; and

- b. Provide assistance and relevant data or information to the regional/division program management team.

5. BUDGET OFFICER SHALL:

- a. Ensure and assist that there is budget allocation for the training and assessment activities.

B. PARTICIPANTS

1. **Program Management Team.** Personnel from NEAP-R/ HRDS, EsP/ GMRC VE Supervisor, and Youth Formation Coordinators.

- a. **Lead Trainers.** These are Registered Guidance Counselors (RGCs) trained previously by BLSS-YFD and passed the assessment test.

- b. **Support Trainers.** These are non-RGCs trained previously by BLSS-YFD and passed the assessment test. They shall be assigned documenters, monitoring and evaluation (M&E) focal/ in-charge, welfare officers, and secretariat.

2. SECONDARY TEACHERS (AT LEAST 2 FROM SECONDARY SCHOOLS):

The participants in this activity are all Secondary School teachers assigned to handle the Career Guidance Program (CGP). Once trained and passed the Career Advocates Assessment, these secondary school teachers shall be called Career Advocates (CAs). They will be tasked to implement the Career Guidance Program activities. As per DepEd Order 05, s. 2024, titled "Rationalization of Teachers Workload in Public Schools and Payment of Teaching Overload," CGP falls under the Teaching-related assignments. Hence, the designation of Career Advocate is a form of specialization and is considered a teaching-related assignment.

C. TRAINING VENUE:

The training shall be conducted at the school premises or at the nearest possible venue/school that is conducive and convenient to the identified participants. The regions/divisions may partner or coordinate with their respective Local Government Units (LGUs), and/or local Department of Labor and Employment (DOLE), and other stakeholders for the acquisition of suitable venues.

D. TRAINING PROTOCOLS

1. The training program is reviewed and certified by the NEAP provided in Annex A. Implementers are not allowed to change or add topics to the program and should adhere to DM 44, s. 2023.

2. Should there be changes in the dates of the conduct of training on the date stipulated in the implementation plan due to circumstances beyond control, it is imperative to coordinate with the Regional Office and Central Office for the course of action.

E. Assessment Protocol

1. The training program is reviewed and certified by the NEAP provided in Annex A. Implementers are not allowed to change or add topics to the program and should adhere to DM 44, s. 2023.

2. Should there be changes in the dates of the conduct of training on the date stipulated in the implementation plan due to circumstances beyond control, it is imperative to coordinate with the Regional Office and Central Office for the course of action.
3. The passing score is set at 60%. Participants who score 59% or below will be advised to review the content and handouts and retake the assessment on the next scheduled date.
4. Only participants who passed the assessment shall be given the certification as Career Guidance Advocate.
5. All regions shall designate one (1) RGC who shall facilitate the assessment and/or coordinate with NEAP-R in accessing the assessment link. The designated RGC shall collect and safeguard the confidentiality of the assessment and its results and shall submit the official list of passers and non-passers to their respective regions before submitting the results to the BLSS-YFD via email at blss.yfd@deped.gov.ph
6. After training and passed the assessment test, they shall be called Career Advocates tasked with implementing the Career Guidance Program activities in their respective schools.

V. RELEASE OF FUNDS

The Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) through the Finance Strand of Central Office shall facilitate the downloading of program support funds to the Regional Offices (ROs) through a Sub-Allotment Release Order (Sub-ARO).

Upon receipt of the downloaded HRD Fund to the Regional Offices, the NEAP in the Region/HRDD in coordination with the Regional Finance Division may download the PSF to the concerned School Division Offices or schools, subject to the approval of the Regional Director, in preparation for the conduct of the SBTCA.

VI. ALLOWABLE EXPENSES

1. In consonance with Department of Education (DepEd) Order No. 02 s. 2018, Amendment to DepEd Order No. 15, s. 2017, titled "Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for Official Activities conducted by the Department of Education," the board and lodging packages encompass meals and accommodations. An allocation of P2,000.00 per person per day is allowed, covering both food and lodging.

As such, the downloaded PSF herein shall be used for the following:

- a. Board and Lodging for Participants, Technical Working Group, Resource Speakers, and DepEd Guests;
- b. Supplies and materials for the conduct of the activities;
- c. Transportation expenses in relation to the conduct of activities; and
- d. Operational expenses related to the conduct of the activities.

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2. Guidelines and procedures on official local travels shall conform to the provisions of DepEd Order No. 22, s. 2019, titled **“Guidelines on Official Local Travels in the Department of Education.”**

3. It shall be ensured that supplies and materials to be purchased shall be in accordance with Republic Act No. 9184, or the **“Government Procurement Reform Act.”**

4. It shall be ensured that supplies and materials to be purchased shall be in accordance with Republic Act No. 9184, or the “Government Procurement Reform Act.”

5. The utilization of funds herein shall be in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.

VII. MONITORING AND EVALUATION

1. For the effective monitoring of the utilization of downloaded funds, the ROs shall submit to the Central Office through the BLSS-YFD a consolidated training reports including the list of Career Advocates who were trained and passed the assessment following the prescribed template in DepEd Memorandum No. 44, s. 2023, titled, “Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of NEAP Core Programs,” on or before June 2025.

2. The Central Office Program Management Team and/or assigned Regional Monitoring and Evaluation (M&E) Team shall conduct field monitoring with the following activities:

a. Review and discussion of the regional rollout program and facilitator evaluation results;

b. Discussion on post-regional rollout activities and their corresponding M&E; and

c. Monitor the fund utilization.

VIII. EFFECTIVITY

These guidelines shall take effect immediately upon issuance.