



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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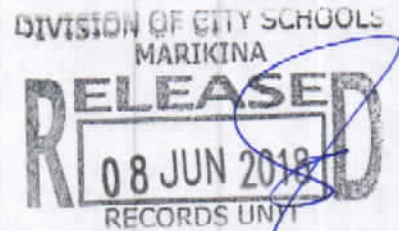


June 7, 2018

DIVISION MEMORANDUM

NO. 134, S. 2018

**TO: Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Elementary and Secondary Principals
Officers-In-Charge
Public Schools Only**



LAUNCHING OF THE DIVISION GUIDANCE MANUAL AND ORIENTATION PROGRAM


1. The Schools Division Office will launch its first Division Guidance manual at Teatro Marikina on June 22, 2018 from 8:00 A.M. to 12:00 nn. An orientation program on the content and implementing guidelines of this manual will follow afterwards at the Division AVR, fourth floor, from 1:00 P.M. to 5:00 P.M.
2. This activity primarily aims to orient the stakeholders on the procedures and implementing guidelines of various Guidance services - Information Service, Individual Inventory Service, Counseling Service, Testing Service, Referral and Consultation, Follow-up Service, Research and Evaluation, and Career and Placement Service
3. Participants to this activity are the following:
 - a. 32 school heads
 - b. Guidance Counselors/ Coordinators/ authors (please see attached)
 - c. 32 GPTA Presidents
 - d. 10 teachers (preferably those teaching in the afternoon session) from each school
 - e. Barangay and City Officials
 - f. SDO personnel
4. Please see the following enclosures for the details:
 - a. Enclosure No. 1 - list of Guidance Counselors/ Coordinators/ authors
 - b. Enclosure No. 2 - program flow of the activity
 - c. Enclosure No. 3 - Executive and Working Committee
5. Immediate and wide dissemination of this Memorandum is desired.

for:

SHERYLL T. GAYOLA

OIC, Office of the Schools Division Superintendent

by:


ELISA O. CERVEZA

Chief, Curriculum Implementation Division

OIC, Office of the Schools Division Superintendent

Enclosure 1

LIST OF GUIDANCE COUNSELORS/ TEACHERS/ AUTHORS

NO.	NAME	SCHOOL	NO.	NAME	SCHOOL
1	Lla C. Padilla	MES	20	Madonna M. Dela Cruz	KMES
2	Rowena Hebron	MES	21	Olive C. Eclevia	BNHS
3	Maricar B. Sangalang	SRES	22	Adrian P. Leander	KNHS
4	Marivic C. Fontanilla	KES	23	Sarah Flores	SNNHS
5	Milagros C. Villanueva	IVES	24	Flerida D. Venzon	JDPNHS
6	Ma. Carmille Bernadette Tamang	LVES	25	Gay Ann V. Mego	SEHS
7	Ma. Theresa P. Chua	BES	26	Susan C. Militar	MNHS
8	Aileen B. San Juan	MALES	27	Catherine C. Marcella	MSHS
9	Marah-Vida S. Codon	SNES	28	Bonifacio S. Ventura	SRNHS
10	Jacqueline Bagtas	SNES	29	Salve M. Cerdeña	THS
11	Rosita Isabelita T. Perez	HBES	30	Eunice P. Songcayauon	MHS
12	Beverly R. Garza	HBES	31	Mary Grace B. Balatbat	MHHS
13	Anna Gisella T. Munda	SMES	32	Maria Theresa G. De Guzman	PHS
14	Anna Racquel C. De Leon	CES	33	Ma. Filipinas S. Toledana	CIS-SL
15	Nancy L. Rogado	PES	34	Perpetua I. Rebua	CIS-SL
16	Virginia R. Lumantao	FES	35	Patrick B. Laconsay	FHS
17	Thelma S. Vergara	SSSVES	36	Mei P. Opaño	NHS
18	Zeny Jane V. Santos	CIS-EL			
19	Ma. Chanda L. Medina	NES			

Enclosure 2

**LAUNCHING OF THE DIVISION GUIDANCE MANUAL
AND ORIENTATION PROGRAM**
June 22, 2018 | 8:00 A.M. - 5:00 P.M.

PROGRAM FLOW

Morning session (8:00A.M.-12:00nn)

VENUE: Teatro Marikina

TIME	ACTIVITY	IN-CHARGE
8:00A.M. - 9:00 A.M.	Registration	Registration Committee
8:30 A.M. - 10:00 A.M.	Preliminaries > National Anthem > Doxology > Marikina Hymn > Opening Remarks > Statement of the Purpose/ Rationale > Messages > Presentation and Recognition of the Authors > Special Number	SEHS Chorale <ul style="list-style-type: none"> ● Dr. Elisa O. Cerveza, <i>Chief, Curriculum Implementation Division</i> ● Ms. Leilani N. Villanueva, <i>Education Program Supervisor</i> ● Ms. Sheryll T. Gayola, <i>OIC, Office of the SDS</i> ● Hon. Marcelino R. Teodoro, <i>Marikina City Mayor</i> SEHS Dance Troupe
10:00 A.M. - 11:30 A.M.	> Orientation on the Guidance Programs and Services	Ms. Nancy L. Rogado, <i>RGC, Parang Elementary School</i> Ms. Susan C. Militar, <i>RGC, Malanday National High School</i>

Afternoon Session (1:00 P.M - 5:00P.M.)

VENUE: Division AVR (Fourth Floor)

Participants: School Heads

TIME	ACTIVITY	IN-CHARGE
12:30 P.M. - 1:00 P.M.	Registration	Registration Committee
1:00 A.M. - 4:30 P.M.	> Energizer > Duties and Responsibilities of Guidance Personnel (SDO and School) > Continuation of the Orientation	Program Committee Ms. Leilani N. Villanueva, <i>EPS</i> Ms. Ann Raquel De Leon, <i>Guidance Teacher, Concepcion Elementary School</i> Ms. Ma. Theresa De Guzman, <i>Guidance Counselor, Parang High School</i> Ms. Eunice P. Songcayauon, <i>RGC, Marikina High School</i>
4:30 P.M. - 5:00 P.M.	Closing Remarks	Dr. Elizalde Q. Cena, Chief, SGOD

**LAUNCHING OF THE DIVISION GUIDANCE MANUAL
AND ORIENTATION PROGRAM**
June 22, 2018 | 8:00 A.M. - 5:00 P.M.

EXECUTIVE COMMITTEE

Chairperson: Ms. Sheryll T. Gayola, SDS
 Vice-Chairperson: Dr. Elisa O. Cerveza, CID Chief
 Members: Dr. Elizalde Q. Cena, SGOD Chief

WORKING COMMITTEE

Over-all Chairperson: Ms. Leilani N. Villanueva, EPS

COMMITTEE	NAME	SCHOOL/ Office
Registration	> Ms. Mei P. Opaño > Ms. Ma. Filipinas Toledana > Ms. Rosita Isabelita T. Perez > Ms. Olive C. Eclevia	NHS CIS-SL HBES BNHS
Reception	> Ms. Milagros C. Villanueva > Ms. Marah-Vida S. Codon	IVES SNES
Program and Certificate	> Ms. Amelie S. Binayas > Ms. Elisha Dawn Mazon	SDO
Accommodation	> Ms. Florida D. Venzon > Ms. Lla C. Padilla	JDPNHS MES
Documentation	> Ms. Ma. Theresa P. Chua > Ms. Ma. Chanda L. Medina	BES NES
Refreshment	> Mr. Adrian P. Leander > Mr. Patrick B. Laconsay	KNHS FHS
Technical and Sounds	> Mr. Marvin L. Maglalang > Ms. Mary Grace B. Balatbat	SDO MHHS
Emcee	AM - Mr. Sunny T. Cortes PM - Ms. Catherine C. Marcella	SDO MSHS