



Republic of the Philippines  
Department of Education  
National Capital Region

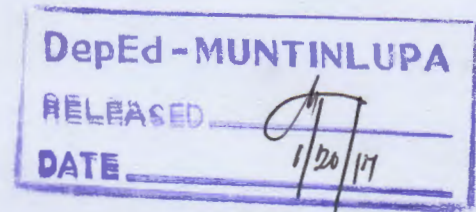
## SCHOOLS DIVISION OFFICE CITY OF MUNTINLUPA

January 17, 2017

### DIVISION MEMORANDUM

No. 005 s. 2017

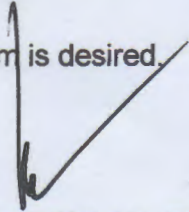
To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD  
Chief Education Supervisor, CID  
All Public Secondary School Principals/OICs



### NATIONAL TRAINING OF TRAINERS AND MASS TRAINING OF TEACHERS AND CAREER ADVOCATES FOR THE IMPLEMENTATION OF GRADE 11 CAREER GUIDANCE PROGRAM

Attached is DepEd Memorandum No. 8, s. 2017 re: National Training of Trainers and Mass Training of Teachers and Career Advocates for the Implementation of Grade 11 Career Guidance Program dated January 16, 2017, the contents of which are self-explanatory, for the information of all concerned.

Immediate and wide dissemination of this Memorandum is desired.

  
MAURO C. DE GULAN, Ed. D.  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**

16 JAN 2017

DepEd MEMORANDUM  
No. **8** s. 2017

**NATIONAL TRAINING OF TRAINERS AND MASS TRAINING OF TEACHERS  
AND CAREER ADVOCATES FOR THE IMPLEMENTATION  
OF GRADE 11 CAREER GUIDANCE PROGRAM**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public Secondary School Heads  
All Other Concerned

1. The Department of Education (DepEd), through the Bureau of Learner Support Services–Youth Formation Division (BLSS–YFD), will conduct the **National Training of Trainers (NTOT) and Mass Training of Teachers (MTOT) on the Implementation of Career Guidance Program.**
2. In line with the full implementation of the K to 12 Basic Education Program geared towards producing graduates who are ready for higher education, middle skills development, employment and entrepreneurship, DepEd implemented the Career Guidance Program (CGP) for Grade 10 pursuant to DepEd Order No. 41, s. 2015 entitled *Senior High School Career Guidance Program and Early Registration* to guide Grade 10 students and Senior High School (SHS) entrants in making informed decisions regarding their choice of SHS track. The implementation of the career guidance program is also stipulated under Rule V. Career Guidance and Counseling Advocacy, specifically Sections 17 to 20 of the Implementing Rules and Regulations (IRR) of RA 10533, otherwise known as the *Enhanced Basic Education Act of 2013*.
3. The training of trainers aims to:
  - a. build the capacity of trainers to conduct the mass training of teachers or career guidance advocates; and
  - b. prepare each region's mass training plan.
4. The participants are teacher trainers, career guidance counselors or advocates and supervisors recommended by their respective regional offices based on the criteria found in Enclosure No. 1. The participants shall include one Regional YFD Coordinator from the Education Support Services Division, who shall monitor and lead regional participants during the NTOT and oversee the conduct of mass training of teachers or career advocates. Their names including their travel authority shall be submitted to [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) on or before **January 6, 2017** which shall be signed by the concerned regional directors. Only those who completed the NTOT shall serve as trainers during the mass training. The number of trainers per region is in Enclosure No. 2.

5. Below are the details for the NTOT by cluster:

<b>Cluster</b>	<b>Participating Region</b>	<b>Date</b>	<b>Venue</b>
Luzon: Batch 1	I, IV-A, IV-B, and National Capital Region	February 8-10, 2017	NEAP, MalvarBatangas
Luzon: Batch 2	II, III, V, and Cordillera Administrative Region	February 14-16, 2017	Baguio City (specific venue to be announced)
Visayas	VI, VII, VIII, and Negros Island Region	January 30-February 1, 2017	Ecotech Center Lahug, Cebu City
Mindanao	IX, X, XI, XII, Caraga and Autonomous Region of Muslim Mindanao	February 21-23, 2017	Davao City (specific venue to be announced)

6. The travel expenses and board and lodging of trainers, resource speakers, management staff and participants to this NTOT shall be charged to OSec Funds. Likewise, travel expenses of the participants shall be reimbursed upon presentation of complete travel documents subject to the usual accounting and auditing rules and regulations.

7. Participants are expected to be at the venue by 2:00 p.m. in Day 0, with dinner as the first meal. Training program is found in Enclosure No. 3 for reference.

8. This core of trainers shall take the lead in conducting the mass training of teachers and career advocates in their respective regions. The training intends to equip teachers with concrete understanding on career guidance and capabilities to perform tasks to effectively deliver the program to the learners. The participants to the mass training are permanent or regular teachers handling Grade 11 in all public Senior High Schools. The three-day mass training shall commence right after the conduct of the national training for each region.

9. The funds support for the mass training were downloaded to the regions with Sub-ARO dated November 6, 2016 to cover expenses for board and lodging, supplies, contingencies and other incidental expenses related to the training. The details are found in Enclosure No. 4 for reference.

10. The mass training will be monitored by the management in coordination with the Bureau of Curriculum Development and National Educators Academy of the Philippines. Enclosure No. 5 will serve as guide or template for the Summary of Report.

11. The participants, trainers and management staff in the NTOT and MTOT shall be entitled to service credits in accordance with DepEd order No. 53, s. 2003 entitled *Updated Guidelines on the Grant of Vacation Service Credits* to teachers. Likewise, non-teaching personnel, including management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

12. For more information, all concerned may contact the **Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD)**, Department of Education (DepEd) Central Office, 3<sup>rd</sup> Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 637-9814; mobile no. 0928-740-3511 or through email address: blss.yfd@deped.gov.ph

13. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

Reference:

DepEd Order (No. 41, s. 2015)

To be indicated in the Perpetual Index  
under the following subjects:

SENIOR HIGH SCHOOL  
STUDENTS  
TEACHERS  
TRAINING PROGRAMS

**(Enclosure No. 1 to DepEd Memorandum No. 8, s. 2017)**

**Criteria in the Selection of NTOT Participants**

- Must be physically fit
- Possess excellent communication and facilitation skills
- Must be career advocates/trainers/preferably guidance counselor
- Have been involved in any trainings related to career

(Enclosure No. 2 to DepEd Memorandum No. 8, s. 2017)

**Number of Participants per Region for the NTOT**

<b>Region</b>	<b>Number of Participants</b>
I	16
II	10
III	17
IVA	16
IVB	9
V	21
VI	12
VII	17
VIII	14
IX	7
X	6
XI	11
XII	12
CARAGA	13
NIR	12
ARMM	6
CAR	7
NCR	17

National Training of Trainers for the Implementation  
of Career Guidance Program (CGP) for Grade 11

Cluster Training  
January – February, 2017

*Tentative Program of Activities*

TIME	Day 0	Day 1	Day 2	Day 3
7:45-8:00	<b>Travel</b>	<b>Management of Learning</b>		
8:00 - 10:00		<ul style="list-style-type: none"><li>• Overview of the Youth Formation Division</li></ul>	<ul style="list-style-type: none"><li>• Facilitation Skills</li></ul>	<ul style="list-style-type: none"><li>• Walkthrough of the Modules</li></ul>
10:00-12:00		<b>Time</b>	<ul style="list-style-type: none"><li>• Understanding the Standards of the CGP</li><li>• The Career Guidance Program Advocacy<ul style="list-style-type: none"><li>➢ Department of Labor and Employment</li><li>➢ Technical Education and Skills Development Authority</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Walkthrough of the Modules<ul style="list-style-type: none"><li>➢ Modules 1 - 2</li></ul></li></ul>
12:00-1:00	<b>L u n c h B r e a k</b>			
1:00-2:00	Arrival / Registration	<ul style="list-style-type: none"><li>➢ Legal Bases of Career Guidance Program<ul style="list-style-type: none"><li>➢ RA 9258</li><li>➢ IRR 10533</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Walkthrough of the Modules</li></ul>	<ul style="list-style-type: none"><li>• Continuation of Planning Finalization and Submission of Plans</li></ul>
3:00-4:00	<ul style="list-style-type: none"><li>• Opening Program</li></ul>	<ul style="list-style-type: none"><li>• Basics of Career Guidance</li></ul>	<ul style="list-style-type: none"><li>➢ Modules 3 - 6</li></ul>	<ul style="list-style-type: none"><li>• Clearing House</li></ul>
4:00-5:30	<ul style="list-style-type: none"><li>• Expectation Setting</li></ul>	<ul style="list-style-type: none"><li>• Trends and Updates in Career Guidance Program</li></ul>		<ul style="list-style-type: none"><li>• Closing Program</li></ul>
6:00 - 7:00	<b>D i n n e r</b>			

(Enclosure No. 4 to DepEd Memorandum No. 8, s. 2017)

**Budget Allocation by Region  
for the Mass Training on the Implementation  
for Grade 11 Career Guidance Program**

Region	Number of Trainers	Number of Participants to the Mass Training*	Total Downloaded Funds**
I	16	459	PhP 1,251,800.00
II	10	290	792,500.00
III	17	467	1,273,960.00
IVA	16	445	1,215,000.00
IVB	9	236	793,600.00
V	21	611	1,659,880.00
VI	12	324	886,920.00
VII	17	479	1,306,120.00
VIII	14	380	1,039,800.00
IX	7	167	458,310.00
X	6	152	417,360.00
XI	11	298	815,940.00
XII	12	337	922,410.00
CARAGA	13	367	1,004,310.00
NIR	12	333	911,490.00
ARMM	6	156	428,280.00
CAR	7	167	458,310.00
NCR	17	493	1,956,160.00

\* Data is based on the number of Senior High Schools generated from EBEIS in August, 2016.

\*\* Funds include the following:

- 1) PhP 200.00 per participant for the supplies;
- 2) P 50.00 per participant for the contingency;
- 3) Board and lodging for the trainers; and
- 4) P1,200/pax/day for the board and lodging for NCR and for other regions - P800/pax/day @ 3 days.



(Enclosure No. 5 to DepEd Memorandum No. 8, s. 2017)

**Summary Report of the Mass Training**

Region :		
Venue of the Mass Training:		
Date of the Training :		
Target No. of Trainees	Actual Number Attended	Amount Disbursed
Challenges Met during the Training:		
Action Taken:		

**Certified correct:**

\_\_\_\_\_  
Regional Director  
Signed Over Printed Name