DEPARTMENT OF EDUCATION
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LIGAO CITY DIVISION, LIGAO CITY

Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF LIGAO CITY
BINATAGAN LIGAO CITY

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Office of the Schools Division Superintendent

MEMORANDUM 100626556

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors
Elementary and Secondary School Heads
Newly Hired Guidance Associates
All Others Concerned

FROM: **NYMPHA D. GUEMO**
Schools Division Superintendent

SUBJECT: **DIVISION TRAINING ON GUIDANCE IN ACTION: EMPOWERING NEWLY HIRED GUIDANCE ASSOCIATES**

DATE: October 6, 2026

1. The Schools Division Office of Ligao City, through the Curriculum Implementation Division (CID), and the School Governance and Operations Division (SGOD) shall conduct the **Division Training on Guidance in Action: Empowering Newly Hired Guidance Associates** on October 22, 2026, at a venue to be announced in a separate memorandum.

2. This training is designed to provide newly hired Guidance Associates with essential knowledge, practical skills, and professional guidance necessary for the effective performance of their functions in support of responsive, accessible, and learner-centered guidance services in schools.

3. Specifically, this activity aims to:

a. Describe the roles, responsibilities, functions, and professional boundaries of Guidance Associates in the delivery of school-based guidance services;
b. Demonstrate basic skills in learner support, communication, documentation, confidentiality, and appropriate referral of concerns; and
c. Develop a practical 30-day action plan for effectively performing their roles and supporting the school guidance program.

4. Participants in this activity are the 13 Newly Hired Guidance Associates assigned in the selected elementary and secondary schools.

5. Transportation and other incidental expenses of the participants shall be charged against the Local/School MOOE Funds, while expenses for meals and snacks shall be charged to HRD funds, subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this memorandum is desired.

Enclosures:

Activity Matrix

Time	Activities	Responsible Persons	Method/ Modality
8:00–8:30 AM	Registration and Pre-Assessment	PMT	
8:30–9:00 AM	Opening Program	AVP	Workshop/Lecture/ Face-to-face
9:00–10:00 AM	**Session 1**: Understanding the Role of the Guidance Associate	Berne G. Malano	Workshop/Lecture/ Face-to-face
10:00–10:15 AM	**Health Break**		
10:15–11:30 AM	**Session 2**: Core Functions and Professional Boundaries	Troy Arthur P. Barrameda	Workshop/Lecture/ Face-to-face
11:30 AM–12:00	**Session 3**: Basic Helping and Communication Skills	Troy Arthur P. Barrameda	Workshop/Lecture/ Face-to-face
12:00–1:00 PM	**Lunch Break**		
1:00–2:00 PM	**Session 4**: Intake, Documentation, and Confidentiality	Berne G. Malano	Workshop/Lecture/ Face-to-face
2:00–3:00 PM	**Session 5**: Referral and Coordination Mechanisms	Troy Arthur P. Barrameda	Workshop/Lecture/ Face-to-face
3:00–3:15 PM	**Health Break**		
3:15–4:15 PM	**Session 6**: Handling Common School-Based Situations	Berne G. Malano	Workshop/Lecture/ Face-to-face
4:15–4:45 PM	**Session 7**: My First 30 Days as a Guidance Associate	Troy Arthur P. Barrameda	Workshop/Lecture/ Face-to-face
4:45–5:00 PM	Post-Test, Evaluation, and Closing	PMT	

Learning Managers & Technical Working Committee

Learning Managers	
Troy Arthur P. Barrameda	Registered Guidance Counselor I- Barayong NHS
Bernie G. Malano	Guidance Counselor II -Ligao National High School
Program Management Team	
Evangeline Bobis	To prepare materials and equipment for the training
M&E Coordinator	
Angelo Quintan	To prepare and consolidate the e-Evaluation Form
Documentation	
Tezza Nikka O. Sañano Jovito P. Oriola	To prepare certificates, attendance, and documents /Accomplishment Report
Jay Bolaños	IT and Sounds
Sharon B. Perciveranda	EMCEE
Foods & Welfare Officer:	
Eden Moron	food, health, and safety
Finance/Budget Officer	
Shiela Malabanan	To prepare the budget

List of Participants

No.	Name	School/Level	Position
1	Angelyn M. Iglecia	LECS	School Counselor Associates 1
2	Edrian Gabriel R. Orbase	LWCES (B)	School Counselor Associates 1
3	Maria Yliesa S. Morata	LWCES (P)	School Counselor Associates 1
4	Vanessa R. Tibor	Mahaba ES	School Counselor Associates 1
5	Rosemarie C. Dilla	Pandan ES	School Counselor Associates 1
6	Shane Mari P. Narvaez	Amtic NHS	School Counselor Associates 1
7	Donnadith S. Tangilon	Bacong NHS	School Counselor Associates 1
8	Janna Alyssa A. Jacob	BRSHS	School Counselor Associates 1
9	Jovic M. Aguinaldo	Cabarian NHS	School Counselor Associates 1
10	John Carlo Q. Consulta	DPPMHS	School Counselor Associates 1
11	Tezza Nikka O. Sañano	Palapas NHS	School Counselor Associates 1
12	Nicole Angela P. Nuñez	Paulba NHS	School Counselor Associates 1
13	Ma. Rita Carmela R. Jaralve	LCNTVHS	School Counselor Associates 1