



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

June 13, 2025

No. **06-175**, s. 2025

**CAPACITY BUILDING FOR SCHOOL GUIDANCE ADVOCATES ON THE
IMPLEMENTATION OF THE CAREER GUIDANCE PROGRAM**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors/District In-Charge
Secondary School in Charge/ Head Teacher/ School Principal
All Others Concerned

1. To strengthen the implementation of the Career Guidance Program in secondary schools and enhance the competencies of Guidance Advocates in delivering effective career guidance services to learners, SDO Siargao will conduct a Capacity Building for Guidance Advocates from June 17-21, 2025 at the SDO Siargao Training Center, Km. 3, Brgy. Osmeña, Dapa, Surigao del Norte.
2. This activity aims to provide professional development opportunities for Guidance Advocates, equipping them with relevant strategies to support learners in making informed career choices.
3. The participants are the Secondary School Guidance Advocates who are expected to attend all sessions and actively engage in the discussions and activities.
4. Transportation expenses shall be charged against their respective School MOOE subject to the usual accounting and auditing rules and regulations.
5. Service credits and compensatory time off shall be awarded to both teaching and non-teaching personnel in acknowledgment of their participation and engagement on June 21, 2025 in accordance with CSC & DBM Joint Circular No. 2, s. 2004, which provides for non-monetary remuneration for overtime services rendered.
6. For further inquiries, school heads and guidance advocates may contact the Learner Formation Division, Schools Governance and Operation Division.
7. Prompt dissemination of this memorandum and full compliance are hereby required.

MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer in Charge, Office of the Schools Division Superintendent

Encl.: None

Reference: PD 2024-003-0573

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

CAPACITY BUILDING CAREER GUIDANCE PROGRAM GUIDANCE ADVOCATE

SGOD/grdadap
06/13/2025



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