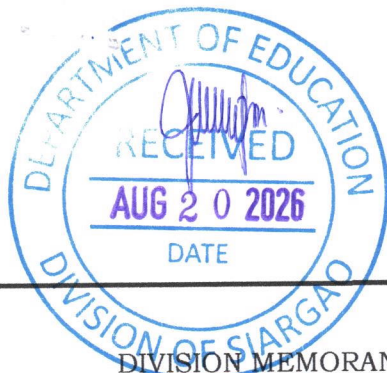




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. _____s, 2026

08-248

To: Assistant Schools Division Superintendent
CID Chief and Personnel
SGOD Chief and Personnel
OSDS Personnel
Elementary School Principals/ Head Teachers/ School In-Charge
Secondary School Principals/ Head Teachers/ School In-Charge
This Division

**INVITATION TO THE CERTIFICATE COURSE IN GUIDANCE AND COUNSELING BY ST.
PAUL UNIVERSITY MANILA**

1. This Office hereby disseminates the attached invitation from St. Paul University Manila regarding the offering of an 18-unit Certificate Course in Guidance and Counseling for interested and qualified individuals.
2. For further information and clarification regarding the program, interested individuals may coordinate directly with St. Paul University Manila through the contact details provided in the attached communication.
3. Immediate dissemination of this memorandum is hereby directed.

MANUEL O. CABERTE
Schools Division Superintendent *AS*

Reference: As Stated

Encl's: Communication from SPU manila

To be indicated in the **PERPETUAL INDEX** under the following subjects:
GUIDANCE & COUNSELING PROFESSIONAL DEVELOPMENT TRAINING PROGRAM

SGOD/lbe
08202026



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

Website: sdosiargao.com

siargao@deped.gov.ph

De



OSDS20260820PP3NEXVGC

18 August 2026

MANUEL O. CABERTE

Schools Division Superintendent

Schools Division of Siargao

Department of Education

E-Mail Address: siargao@deped.gov.ph

SUBJECT: REQUEST FOR THE ISSUANCE OF AN ADVISORY AND INVITATION TO THE CERTIFICATE COURSE IN GUIDANCE AND COUNSELING BY ST. PAUL UNIVERSITY MANILA

Dear **SDS CABERTE**:

This communication is respectfully transmitted to request the issuance of an official Advisory for the widespread dissemination and invitation of interested parties, teaching personnel, and related entities to the Certificate Course in Guidance and Counseling offered by St. Paul University Manila.

The aforementioned academic offering is an 18-unit program specifically structured to capacitate educational professionals in responsive school-based guidance and mental health programs. Eligibility for admission requires prospective applicants to hold any Bachelor's degree from a CHED-recognized Philippine higher education institution. To accommodate the operational schedules of working professionals, the coursework will be delivered via an online modality, utilizing both synchronous and asynchronous sessions during weekends. The academic calendar for this course is slated to commence on September 5, 2026, and will conclude in December 2026.

The comprehensive curriculum is distributed across essential disciplines, comprising the following modules:

- Foundations of Guidance and Counseling
- Counseling Theories, Tools and Techniques
- Psychological Assessment
- Organization and Administration of Guidance Services
- Group Process and Program Development
- Career Development and Counseling

Completion of this institutional program strictly aligns with the competency requirements for the School Counselor Associate position, as stipulated under CSC Resolution No. 2600920. Furthermore, it serves as a definitive pathway for educators pursuing further administrative studies or official licensure in the field of Guidance and Counseling.

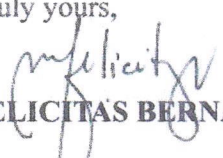
In view of the imperative to strengthen student support systems and psychological interventions across the basic education sector, we formally request the issuance of an agency advisory to cascade this program to the field offices.

For technical details, documentary requirements, and structured payment schedules, interested individuals are directed to coordinate directly with St. Paul University Manila through the following official channels:

- **Admissions Portal:** <https://college.spumanila.edu.ph/>
- **Email:** admissions@spumanila.edu.ph
- **Contact Number:** (0917) 182 2910

For your favorable consideration and immediate action.

Very truly yours,



SR. FELICITAS BERNARDO, SPC

Dean

Graduate School – Education and Liberal Arts
St. Paul University Manila