



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas



## DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

MAR 19 2015

### DIVISION MEMORANDUM

NO. 171 S. 2015

#### DIVISION GAD CAPABILITY BUILDING OF SECONDARY LEAD SCHOOL GUIDANCE COUNSELORS AND GUIDANCE TEACHER DESIGNATES

**TO: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/ OICs  
Secondary School Heads**

1. This Office announces the conduct of the Division GAD Capability Building of Secondary Lead School Guidance Counselors and Guidance Teacher Designates on March 19 -21, 2015 at DepEd Ecotech, Sudlon, Lahug Cebu City.
2. The following are the objectives of this training:
  - capacitate school guidance counselors and teacher guidance designates on the concepts and principles of Guidance and Counseling
  - assess the roles and functions of Guidance Counselors
  - design activities for Guidance Services
  - formulate action plan for Guidance Counselors
3. Participants to this training are the School Guidance Counselors and Teacher Guidance Designates of the Lead Secondary Schools of this Division.
4. All participants are expected to be at the venue on Day 1, Thursday, March 19, 2015. Lunch will be served as the first meal on day one. Check –out time will be after lunch on Day 3 - Saturday –March 21, 2015. Enclosed is the Training Matrix.

5. The training team shall be composed of the school guidance counselors of this Division who were trained in the Regional Training Of Trainers For Capability Building of Guidance Counselors and Guidance Teacher Designates on January 28 – 30, 2015 as stated in the Regional Memo No. 010, s. 2015.

6. Expenses like food, venue, training materials and other incidental expenses which will be incurred during this training workshop are chargeable to Division/GAD Funds, while travel expenses of participants and trainers are chargeable to local School MOOE Fund, subject to the usual accounting and auditing rules and regulations.

7. This Memorandum shall serve as Authority to Travel to participants.

8. Immediate and wide dissemination of this Memorandum is desired.

  
**ARDEN D. MONISIT, Ed. D**  
Schools Division Superintendent

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