



September 23, 2015

DIVISION MEMORANDUM

No. 648, s. 2015

**DIVISION LIVE-OUT TRAINING PROGRAM FOR ALL PRIVATE ELEMENTARY AND
SECONDARY SCHOOL GUIDANCE COUNSELORS/DESIGNATES
AND GRADE 10 ADVISERS**

TO : Assistant Superintendent
Division Supervisors/Coordinators
District Supervisors/OICs
Heads, Private Elementary and Secondary Schools

1. In pursuance with the mandate of DepEd Order No. 41 s. 2015, all Private Elementary and Secondary guidance counselors/designates and grade 10 class advisers are enjoined to attend the **DIVISION LIVE-OUT TRAINING PROGRAM OF ALL PRIVATE ELEMENTARY AND SECONDARY SCHOOL GUIDANCE COUNSELORS/DESIGNATES AND GRADE 10 ADVISERS** on October 7-8, 2015 at Hotel Fortuna, 26 A. Borromeo St., Cebu City.

2. The training aims to equip the Guidance Counselors and Grade 10 Class Advisers in guiding their students/pupils in making informed decisions regarding their career choices at the earlier stage of their schooling which is an essential component in the implementation of the K to 12 program.

3. Participants to the training are the designated school guidance counselor and one (1) Grade 10 Adviser from all private elementary and secondary schools in the Division. All schools are enjoined to pre-register their participants by calling or texting their names on or before Friday, October 2, 2015 in order to facilitate the preparation of the training hand-outs and other materials. Only the number of confirmed participants shall be the basis in the preparation of the materials and shall be given preference in the distribution of kits/notes, while walk-in participants will only be given as soon as additional orders are available.

4. All participants are advised to bring appropriate clothing suited for active and diverse activities of the training. All participants are likewise expected to be physically fit.

5. The training activities starts at 8:00 o'clock in the morning of Day 1, thus, all participants are expected to be at the venue at 7:30 in the morning. Participants who would like to stay in the hotel are advised to make advance booking with the hotel.

6. Training facilitators and staff are directed to be at the venue in the afternoon of Tuesday, October 6, 2015 to prepare the venue and the materials of the training.

7. Attendance monitoring shall be strictly observed to ensure that all participants will comply with the required number of hours of the training. It means that incomplete attendance to all the session may result to non-issuance of the certificate of completion.

8. A registration fee of **One Thousand Seven Hundred Pesos (P 1, 700. 00)** shall be collected by the CEDAPSA to defray expenses for the food, snacks, venue rental, training materials, honoraria and other incidental expenses of the training, chargeable against private school funds and other available sources.

9. This serves as **TRAVEL AUTHORITY** of the participants.

10. Immediate dissemination of and strict compliance with this Memorandum is directed.


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Schools Division Superintendent

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