



Republic of the Philippines
DEPARTMENT OF EDUCATION
Zamboanga Peninsula, Region IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100

07 NOV 2016

DIVISION MEMORANDUM

No. 418 s. 2016

To: Public Schools District Supervisors
Elementary/Secondary School Heads
Guidance Counselors/Coordinators
School Guidance Designates
Secondary/Elementary School Teachers
Others Concerned

From: NP
NATIVIDAD P. BAYUBAY, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent

Subject: **THREE-DAY DIVISION TRAINING ON GUIDANCE AND COUNSELING SKILLS AND TECHNIQUES IN THE SCHOOL SETTING**

Date: November 7, 2016

1. The Schools Division of Zamboanga del Norte announces the conduct of the **THREE-DAY DIVISION TRAINING ON GUIDANCE AND COUNSELING SKILLS AND TECHNIQUES IN THE SCHOOL SETTING** on November 15-17, 2016 at Top Plaza Hotel, Dipolog City.
2. The objectives of this seminar workshop are the following:
 - a. To provide the participants with updates on Guidance and counseling in the school context;
 - b. To capacitate the teachers/guidance counselors in providing career counseling for the students;
 - c. To familiarize the participants on the policy guidelines on guidance and counseling per DepEd issuances.
3. The participants to this activity are all Secondary School Heads with two (2) secondary teachers in every school as Guidance Counselors/Designates/Advocates or SSG Advisers. For the elementary, all School Heads of central schools and two non-central schools in every district with two (2) elementary school teachers in every school as Guidance Designates and SPG Advisers. Hence, all central schools and the 2 identified non-central schools in each district shall send three participants (1 school head and 2 teachers). The Public Schools District Supervisors shall identify the participation of the 2 non-central schools in their districts.
4. Arrival and registration of participants shall be done on November 15, 2016, however, participants from Baliguian, Siocon, Sirawai, Sibuco will be accommodated on November 14, 2016 in the afternoon. The first meal to be served is AM snacks on the first day while the last meal is PM snacks on the last day and check-out time is expected at exactly 12:00 noon.
5. Board and lodging of the participants, training supplies and materials shall be chargeable against the Division INSET Funds while travel expenses incurred by the participants relative to their attendance to this activity shall be chargeable against School MOOE subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this memorandum is desired.