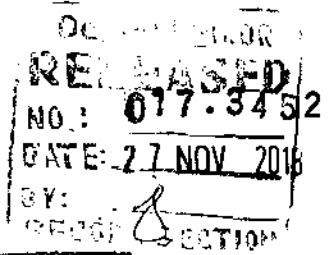




Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net



November 26, 2018

TRAVEL ORDER

NO. 11005, s. 2018

TO : (Through the Public Schools District Supervisors/ District In-Charge)
KATHLEEN D. OMOZO, RGC- SIBULAN DISTRICT 1
JOHN PAUL T. SALINDO, RGC- CANLAON 1
MILAGROS ENOG- BACONG DISTRICT

PURPOSE : **To attend the National Training of Trainers on Homeroom Guidance Program**

DATE OF TRAVEL : **November 26- 30, 2018**

VENUE : **BP Makiling Hotel, Los Baños, Laguna**

ALLOWED/CHARGED TO: *(Subject to the usual accounting and auditing rules and regulations)*

- : Registration may be charged against any available school funds
- : Per Diems
- : On official time/business only
- : Charged to local funds
- : Transportation/per diem & other incidental expenses incurred shall be charged against BCD funds downloaded to the region.

for: [Signature]
WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent

WDB/rbp/imsm2018

Tel. Nos: (035) 225-2838 / 225-8887/422-7844 (Division Supr's Office); (035) 225-1622 (CIO); (035) 225-1623 (Legal Section); (035) 225-6180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section); (035) 422-5283 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2378 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1640 & (035) 225-1640 (Accl. Budget Section); (035) 422-3921 (Supply Section)



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Labug, Cebu City



D. 11/27/18

MEMORANDUM

TO : Schools Division Superintendents of:
Bohol Province Carcar City Cebu City
Cebu Province Negros Oriental

ATTENTION : Division Edukasyon sa Pagpapakatao (Esp) Supervisors and School Heads

FROM : ~~JULIET A. JERUTA, Ph. D. CESO IV~~
Director IV **EMILIANO B. ELNAR, JR.**
Chief Education Supervisor
CLMD

Dated : November 23, 2018

SUBJECT : **NATIONAL TRAINING OF TRAINERS ON HOMEROOM GUIDANCE PROGRAM**

1. Pursuant to DM-CI-2018-00467 Memorandum from ALMA RUBY C. TORIO, OIC Assistant Secretary Officer-in-Charge, Office of the Undersecretary for Curriculum and Instruction, dated November 19, 2018, the Department of Education, through the Bureau of Curriculum Development, will be launching the Homeroom Guidance Program in June 2019. To prepare for the nationwide implementation of the program, this Department shall hold the National Training of Trainers on Homeroom Guidance Program on November 26 – 30, 2018 at BP Makiling Hotel, Los Baños, Laguna.
2. The participants of this training for Region VII are the following Guidance Counselors:

DIVISION	NAME OF PARTICIPANTS
CEBU CITY	JONE RAY MELGO
	NERIZZA CONIE E. CAMACHO
	SHARON SUMAMPONG
	PROSERPINA P. CALUMBA
CEBU PROVINCE	REGGIE LABASTIDA
	CHONA JUMA-AS
	GRACE REYES
	CHARLES JAPTAN
CARCAR CITY	THEA CHESSIA Y. LABRA
	SOPHIA GERONA
NEGROS ORIENTAL	RONALD PAUL SALINDO
	KATHLEEN OMOS
	MILAGROS ENDG
BOHOL	LOIDA POSADAS

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FIAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"ESQ 2015: Kapapatan ng Lahat, Pananagutan ng Lahat"

3. **All expenses relative to the conduct of the workshops including board and lodging, travelling expenses, supplies and materials and other incidental expenses shall be charged against BCD funds, subject to the usual accounting and auditing rules and regulations. Budget for the travel expenses to be downloaded to the region.**
4. **For more details, please refer to the attached memorandum and other related documents.**
5. **Immediate and wide dissemination of the contents of this Memorandum is directed.**

JAI/STJ/EBEJ /efp
CUMD '12



Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2018-00467

To : **REGIONAL DIRECTORS**
REGIONAL SECRETARY, ARMM

From : *ALMA RUBY C. TORIO*
ALMA RUBY C. TORIO
OIC – Assistant Secretary
Officer-in-Charge, Office of the Undersecretary
for Curriculum and Instruction

Subject : **NATIONAL TRAINING OF TRAINERS ON HOMEROOM**
GUIDANCE PROGRAM

Date : **November 19, 2018**

This Department, through the Bureau of Curriculum Development, will be launching the Homeroom Guidance Program in June 2019. To prepare for the nationwide implementation of the program, this Department shall hold the National Training of Trainers on Homeroom Guidance Program on November 26 – 30, 2018 at BP Makiting Hotel, Los Baños, Laguna.

The Training aims to enable the participants to:

- a. explain the Homeroom Guidance Program Curriculum including its Philosophy, Vision and Mission;
- b. discuss the issues and concerns that would arise in the implementation of the program;
- c. discuss the content of the program in preparation for the regional training ; and
- d. create each region's training plans.

Each region is requested to send 14 representatives following the Enclosure 1 that indicates the breakdown of number of preferred participants who shall serve as the Regional Trainers and Training Managers for the aforementioned program.

The participants are required to finish the training. Those who will not complete it shall be given a Certificate of Appearance only.

The selection criteria for the NTOT on Homeroom Guidance Program is stipulated in Enclosure No. 2. The curriculum vitae and portfolios of the regional trainers should be with the regional supervisors in charge of Guidance.

All expenses relative to the conduct of the workshops including board and lodging, travelling expenses, supplies and materials and other incidental expenses shall be charged against BCD funds, subject to the usual accounting and auditing rules and regulations. Budget for the travel expenses were already downloaded to your respective regions.

The first meal to be served is breakfast on November 26 and the last meal is lunch on November 30.

The participants are required to bring their laptop (Wi-Fi ready or with mobile broadband modem) and extension cord.

Kindly send the confirmation slip (Enclosure 3) of participation on or before November 23, 2018 to fax number 635-9822 or thru the email address jona.valdez@deped.gov.ph.

Immediate dissemination of this invitation is directed.

Enclosure 1

Number	Designation	Total
2	Regional Trainer for SHS	2
3	Regional Trainer for JHS	3
3	Regional Trainer for G4-G6	3
3	Regional Trainer for G1-G3	3
3	Regional Trainer for Kindergarten	3
Grand Total		14

Number of Preferred Participants

Selection Criteria for the National Training of Trainers on Homeroom Guidance Program

Composition of the Regional Training Team

The NTOT is open to all Guidance Counselors/Designates, school or division officials who meet the following qualification requirements:

1. must be a Department of Education employee;
2. must have a commendable understanding on human development and group process;
3. preferably a Registered Guidance Counselor or with background in Psychology or RHGP;
4. has commendable facilitation skills;
5. has three years and above experiences in training (either school, region or national);
6. has a good command of the language both in English and Filipino (both spoken and written forms);
7. committed to attend all sessions promptly and submit exceptional outputs at the end of each session;
8. able to use Microsoft Office and Powerpoint;
9. able to mentor and train other teachers;
10. will not be retiring from service in the next three years; and
11. physically fit.

Means of Verifications - Trainer's Curriculum Vitae and Portfolio

Enclosure No. 3 to DepEd Memorandum No. ____ 2018

Confirmation Slip

Date of Confirmation: _____

Region: _____

Name	Designation	School / Division
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

Confirmed by:

Signature over Printed Name of Regional Director