

20 OCT 2025

DIVISION MEMORANDUM No. <u>652</u>, s. 2025

PARTICIPATION TO THE SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA) OF CLUSTER 2 (CAVITE CLUSTER) CUM TRAVEL ORDER

To: OIC - Office of the Assistant Schools Division Superintendent

OIC - Curriculum Implementation Division

OIC - School Governance and Operations Division

Education Program Supervisors

School Heads (All Public Secondary Schools)

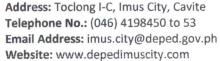
All Others Concerned

- 1. Pursuant to Regional Memorandum No. 630, s. 2025, titled "Conduct of the Career Guidance Program (CGP) School-Based Training of Career Advocates (SBTCA)," and in reference to the Regional Advisory dated October 17, 2025, this Office informs all concerned that the Cluster 2 School-Based Training of Career Advocates will be conducted on October 20–24, 2025, at the General Trias City Multi-Purpose Hall, Barangay Sta. Clara, General Trias City, Cavite.
- 2. Participants from the Schools Division Office of Imus City shall include designated Education Program Supervisor and selected Guidance Advocates identified by the Division (see enclosure). This Memorandum also serves as the travel order of the participants from the Schools Division of Imus City to attend the above-stated activity.
- 3. This activity aims to strengthen the delivery of career guidance services in schools, promote learner-centered career planning, and build a network of trained career advocates supporting learners' academic and vocational pathways.
- 4. Expenses related to transportation and participation shall be charged against local funds or other available program support funds, subject to existing accounting and auditing rules and regulations.
- 5. In reference with DepEd Order No. 13, s. 2024, public school teacher participants shall receive service credits equivalent to the number of days they served as participants on days classes are suspended.
- 6. For any questions or clarifications, please contact Ms. Ruby B. Heramia, Education Program Supervisor, GMRC through (046) 419 8450.









Facebook Page: @sdoimuscity



7. Immediate and wide dissemination of this Memorandum is directed.

HONER N. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subject:
TRAINING PROGRAMS

sgod/dmd/102025

LIST OF PARTICIPANTS THE SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA) OF CLUSTER 2 (CAVITE CLUSTER) CUM TRAVEL ORDER

NO.	NAME	DESIGNATION	SCHOOL
1	Cecilia S. Tacos	Teacher III	Imus National High School
2	Rodel Aguirre	Teacher III	Imus National High School
3	Mylene C. Polintang	Teacher I	Gen. Emilio Aguinaldo National High School
4	Henry C. Donsol	Head Teacher VI	Gen. Emilio Aguinaldo National High School
5	Christine T. Sabater	Teacher I	General Licerio Topacio National High School
6	Jon Noel R. Mondragon II	Teacher I	General Licerio Topacio National High School
7	Ma Mayla Garzon	Teacher II	Gen. Tomas Mascardo National High School
8	Lorelei R. Dulay	Teacher 1	Hipolito Saquilayan National High School
9	R-Jay A. Tocmo	TEACHER I	Gov. DM Camerino Integrated School
10	Julie Rosa Azucena	TEACHER I	Anastacio Advincula Integrated School
11	Andrea Roma T. Alfon	TEACHER I	City of Imus Integrated School
12	Kimberly Cate I	Teacher I	Francisca Tirona Benitez Integated School
	Arriesgado		
13	Rizelisa De Guzman	Teacher 1	Gen. Juan Castañeda Senior High School
14	Leonard Lhey M. Hayag	Teacher I	Gen. Pantaleon Garcia Senior High School
15	Geraldine U. Cortez	Teacher II	Gov. Junito Reyes Remulla Senior High School
16	Annielyn T. Ramos	Teacher I	Gen. Flaviano Yengko Senior High School
17	Nanette R. Gamboa	Guidance	Gov. Junito Reyes Remulla Senior High School
	(Resource Speaker)	Counselor II	
18	Ruby B. Heramia	EPS	SDO Imus City





October 17, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
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ADVISORY ON THE DATE OF CONDUCT AND VENUE OF THE SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA) OF CLUSTER 2 COMPOSED OF SDO GEN. TRIAS, SDO IMUS, SDO BACOOR CITY, SDO DASMARIÑAS AND SDO CAVITE CITY

Relative to Regional Memorandum No. 630, s. 2025, titled "Conduct of the School-Based Training for Career Advocates (SBTCA)", this Office informs all concerned that the Cluster 2 training shall be conducted at the General Trias City Multi-Purpose Hall, Baranggay Sta. Clara, General Trias City, on October 20–24, 2025.

For further reference and details on logistical and implementation arrangements, please refer to Division Memorandum No. 535, s. 2025 of SDO General Trias City, being the designated Cluster Lead for this activity.

All other provisions stipulated in previous issuances shall remain in full force and effect.

For the information and guidance of all concerned.

06/ROH8



Address: Gate 2, Karangalan Village, Cainta, Rizal Telephone No.: 02-8682-2114

Email Address: region4a@deped.gov.ph Website: depedcalabarzon.ph

