



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

20 OCT 2025

DIVISION MEMORANDUM

No. 652, 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.

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

for W/Information
HOMER 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

Enclosure No. _____ to Division Memorandum No. _____, s. 2025

**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 Arriesgado	Teacher I	Francisca Tirona Benitez Integrated School
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 (Resource Speaker)	Guidance Counselor II	Gov. Junito Reyes Remulla Senior High School
18	Ruby B. Heramia	EPS	SDO Imus City



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RA-2025-203

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.
(Visit depedcalabarzon.ph)

**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 BACOR 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, Barangay 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

