



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

May 27, 2024

REGION MEMORANDUM
ESSD-2024-066

**UPDATES ON THE ACTIVITIES RELATED TO THE DRAFTING, VALIDATION
AND FINALIZATION OF GUIDANCE AND COUNSELLING POLICY**

To: Schools Division Superintendents
Divisions of Sultan Kudarat and Cotabato

1. Relative to the issued Region Memorandum ESSD 2024-041 on the *Drafting and Validation of the Guidance and Counseling Policy*, BLSS-SDS announces the following changes and provides the following updates on the activities initially announced through the said memo.

a. As agreed during the drafting workshop held on April 22-26, 2024, Registered Guidance Counselor (RGC)-participants in the workshop are requested to **submit** the forms that they currently use in their practice of guidance and counselling for learners on or before May 29, 2024. Mechanics for submission as well as the minimum list of the forms for submission is in Annex A.

b. The online workshops on the drafting of the policy with representatives of the National Federation of Supreme Secondary Learner Government (NFSSLG) and with the selected LRPO field personnel **have been cancelled**. This follows the discussion on the guidance and counselling policy on May 2, 2024 (intended supposedly for pre-identified Youth Formation Division (YFD) field counterparts) discussions at the Central Office (CO) among offices concerned, with regard to the next steps for the two policies.

c. In lieu of the said online workshops, the **Workshop on the Validation of the Guidance and Counselling Policy** shall be held on **June 3-7, 2024** at the **Great Eastern Hotel, Quezon City**. The following shall be the participants for the validation workshop:

Name	SDO-Designation
John Karl Fernando	School-based Guidance Personnel* - PRNHS
Lorely Anne F. Valencia	School Head- Isulan NHS
Jeza Mae B. Cerbolles	SMHP Coordinator

- *Either an RGC or a Guidance Advocate/ Designate provided they are non-teaching personnel.*

2. All participants are requested to register at <https://bit.ly/GCPvalidation2024060307> on or before **May 30, 2024**.



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Telephone Nos.: (083) 2288825/ (083) 2281893
Email Address: region12@deped.gov.ph
Website: depedroxii.org



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3. The following reminders are reiterated for all activities, including the previously held drafting workshop:
 - a. Travel expenses of the field participants shall be charged to the downloaded funds for this purpose or from the Regional School Mental Health Program Support Funds subject to the usual accounting and auditing rules and regulations.
 - b. Offices concerned are requested to grant compensatory time off (CTO) to participating personnel, as applicable, computed against the actual days that they participate in the activity in accordance with existing Civil Service Commission rules and regulations. Grant of CTO may be applicable to situations such as when personnel need to travel a day before the opening (Sunday) or a day after the closing (Saturday) due to the availability of flights or when a day or some days within the duration of the activity fall/s under a local holiday/s.
4. Subsequent announcement related to the activities for the finalization of the policy shall be made through separate issuances or correspondence from the BLSS.
5. For clarifications and concerns, please coordinate with Mr. Jordan P. Conception, Technical Assistant II, BLSS-SHD through email at blss.shd@deped.gov.ph or at telephone number (02) 8632-9935.
6. Immediate action and compliance to this Memorandum is desired.


CARLITO D. ROCAFORT
Director IV

Enclosure: Annex A Submission of Forms Currently Used by DepEd's RGC's
Reference: Memorandum DM-OUOPS-2024-09-04197
Allotment: None
To be indicated in the Perpetual Index under the following Subjects:
GUIDANCE WORKSHOP

MLAI/ESSD-SHS/RM CHANGES TO/UPDATES ON THE ACTIVITIES RELATED TO THE DRAFTING, VALIDATION AND FINALIZATION OF GUIDANCE AND COUNSELLING POLICY /075/May 27, 2024



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Annex A

SUBMISSION OF FORMS CURRENTLY USED BY DEPED's RG's

1. RGC participants in the drafting workshop held on April 22-26, 2024 are requested to submit to BLSS-SHD all forms that they currently use in their practice of guidance and counselling. These forms may include the following:
 - a. **Individual Inventory Record** – form to document a learner's personal information, academic background, interests and social-emotional development
 - b. **Call and Return Slip** – for requesting learner meetings or interventions
 - c. **Intake Interview Form** – for gathering initial client information during intake interviews.
 - d. **Consent for Guidance Services; Statement of Confidentiality; Waiver from Guidance Services** – written communication of the rights and responsibilities of the learners in availing guidance and counseling services.
 - e. **Guidance Case Notes** – form to record of sessions and interventions
 - f. **Counseling Plan**- individualized plan outlining goals, strategies and support resources for each learner.
 - g. **Referral Forms**- for internal (within school) and external referrals to appropriate specialists.
 - h. Any other forms or tools developed by the RGC
2. RGC- participants are requested to upload their editable files (**blank forms/have not been filled out**) to <https://tinyurl.com/assignmentforms> through the folders assigned for their regions.
3. Deadline for submission is **May 29, 2024**.

