



Republic of the Philippines
Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES



15 December 2023

DIVISION MEMORANDUM

No. 479 s. 2023

**National Learning Camp Plus: Capacity-Building for School Heads for
Ensuring Learning Readiness through Guidance Counselling &
Psychological First Aid**

To : CID Chief
SGOD Chief
EPSs & PSDSs
In-Charge of Districts
Elementary & Secondary School Heads

1. Relative to the implementation of the National Learning Camp mandated by DepEd Order No. 14, s. 2023 which aims to complement learning efforts in the previous school year and provide a firmer basis for further gains for the upcoming school year. NLC has a two-fold purpose: (a) improving learner performance and; (b) strengthening teacher capacity in support of the DepEd's MATATAG Agenda.
2. In response to this, this SDO has been initiating programs, activities, projects and innovations to intensify the effective implementation of learning recovery program (LRP) specifically, the NLC. One of them, is the capacity building on para-guidance and counselling which aptly aims to:
 - a) orient Ps about the basic para-counselling skills and processes, do's and don'ts of para-guidance counselors, and para-counseling caselets analysis;
 - b) teach the school heads on how to develop support activities that will strengthen the mental and psychological well-being of learners;
 - c) equip them with the skills on designing a Behavioral Intervention Plan (BIP) for children with repeated behavioral problems;
 - d) prepare an action plan and process flow along para-guidance and counselling services of the school; and;
 - e) build a caring and protective environment for the learners and employees.



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- The Series 1 of this activity has trained our Guidance Counselors designates and PSDSs. However, during the course of the activity, they requested that the school heads should also be trained to ensure uniformity of PGC implementation in the schools.
- Corollary to this, the Series 2 of PGC training shall be attended by the elementary and secondary school heads in 4 waves at Gran Isabel (infront of DAR), Constantino, Virac with this schedule:

Wave/Date	Municipalities	Number of Participants
1st Wave November 22-24, 2023	Bato (17), Baras (16), San Miguel (22), Bagamanoc (13),	78
2nd wave November 27-29, 2023	Viga (28), Panganiban (12), Pandan (22), Facis: 10	72
3rd Wave November 30-December 2, 2023	Secondary Schools (42), Caramoran (21), Facis (10)	73
4th Wave December 4-6, 2023	Virac (41), San Andres (28), Gigmoto (4), Facis	83
Facilitators	8 (32)	8
Speakers	2 (8)	2
Total		305

- Enclosed are the following documents for reference:
Enclosure 1: Training Matrix , List of Facilitators & Speakers, TWG
Enclosure 2: Short Opening Program (starts at 7:30 A.M.)
- Registration, travel and other incidental expenses relative to participation to the abovementioned CapBuild shall be charged to local funds/MOOE while the meal expense, honorarium of speakers and other training needs shall be charged to the NLC fund subject to the usual accounting rules and regulations.
- For information, guidance and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Encl.: As stated
To be indicated in the Perpetual Index
Under the following subjects:
Para-Guidance Counselors/ Capacity-Building

CID/ MTC
9/21/23



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VI. CONTENT DETAILS:

Sub-Topics and Allotment for every topic (in hours)	Area of CPD Activity (Ethics = 5 CUs Professional Development = 40 CUs in a compliance period)	Intended Learning Outcome	Methodology (Activities to Achieve Learning Outcomes)	Assessment Strategies, including Tools	Requirements /Outputs
DAY 1					
7:30-8:00 AM	Opening Program Training Orientation		Short opening program & Orientation	Reflection	Interests of the Ps are evident Ps understood the Rationale of the activity
8:15-8:30	Getting to Know You (GTKY) Aroline T. Borja EPS Marivic T. Camacho EPS	<ul style="list-style-type: none"> Determine the objectives of the training session and identify the expected outputs from the participants. Establish rapport among the Ps. Set the mood of the Ps. 	Reflection Group Activity	Group Activity Reflection	
8:00-8:30 AM	Guidance Counseling Services in Schools & Analysis of Normative Levels of GC Designate in SDO-Catanduanes	Present the self-reported efficacy of GC Designates along: <ul style="list-style-type: none"> Performance of micro skills 	Survey Method: Counselling Self-Estimate Inventory (COSE) Analysis of the results	Presentation Interpretation Analysis Abstraction	Efficacy of GC Designates

		<ul style="list-style-type: none"> Developing an awareness of the process of working with challenging clients Developing cultural competence Awareness of self-values 	<p>Romel G. Petajen Chief, CID</p>	
<p>Day 2 8:30-9:30 AM</p> <p>Basic Counselling Skills</p> <p>Nelvin D. Villamartin, MAGC Rizal ES, Viga West District PhD. Counselor Educ. Student</p>	<p>Abstraction : importance of the basic counselling skills in their roles as Para-Guidance Counselors</p> <p>Application: Workshop on the basic counselling</p>	<ul style="list-style-type: none"> Understand the basic counselling skills. Reflect on the counselling skills that they have acquired already and those that they need to 	<p>Reflection</p> <p>Exercises</p> <p>Group discussion simulation</p> <p>Share vision</p>	<p>Participation on the workshop/simulation exercises</p> <p>Checklist of the basic para-counselling skills they possess already</p> <p>Reflection notes on improving their basic para-counselling</p>
<p>9:30-11:30 AM</p> <p>Rev. Fr. Mark T. Anthony Tasarra, MAGC PhD. Counselor</p>				

	Education Student	learn.	skills	skills	
	Workshop on the Basic Counselling Skills				
12:00-1:00 PM	Lunch Break Energizer				
PM	Para-Counseling Process Rev. Fr. Mark Anthony T. Tasarra, MAGC PhD. Counselor Education Student	<ul style="list-style-type: none"> Understand the roles of Para-Counselors and the Para-Counseling Process. Reflect on the importance of the tasks of Para-counselors and gain appropriate KSAs. 	Abstraction: Roles of Para-Counselors and the Para-counseling process. Application: Development of a KSAs required to be an effective Para-GCs	Lecture Group Discussion Reflective Thinking Shared Vision Exercises	Development of KSAs needed to be an effective para-GCs Gain KSAs on the para-counseling process
3:00-4:00 PM	Workshop on Para-Counseling Process				
4:00-5:00 PM	Open Forum Rev. Fr. Mark Anthony T. Tasarra, MAGC PhD. Counselor Education Student Nelvin D. Villamartin, MAGC Rizal ES, Viga West District PhD. Counselor Educ. Student	<ul style="list-style-type: none"> Raise queries and clear gray areas. 	Discussion: Basic Counselling Skills Reflection: Importance of the Counselling Skills of Para-GCs	Query Group Discussion Question & Answer	Understand fully the para-counseling process

	Romel G. Petajen Chief, CID						
DAY 2							
7:30-8:00	Preliminaries (MOL)			<ul style="list-style-type: none"> • Short Opening Program 	MOL Recapitulation Energizer	Group Participation Recapitulation	Ready for the sessions & activities of the day
8:00-10:00 AM	Do's and Don'ts of Non-Registered Guidance Counselor Guidelines on the Counselling & Referral System of Learners (D.O.55, 2021)		<ul style="list-style-type: none"> • Enumerate the Do's and Don'ts of Non-Registered Guidance Counselors • Understand the limitations of the roles of para-GCs. • Demonstrate the Do's and Don'ts of Non-Registered GCs through role playing, dramatizations and other schemes. 	Lecture Group Discussions: Do's & Don'ts of a non-registered GCs	Visioning activity Reflection Exercises Group discussion Simulations Role playing Dramatization	Completing of worksheets in the Participant's Manual Reflection Journal	
10:00 - 11:30	Rev. Fr. Mark Anthony T. Tasarra, MAGC PhD. Counselor Education Student						
	Simulations on the Do's and Don'ts of Para-Guidance Counselors						

11:30 - 12:00 NN	<p>Open Forum</p> <p>Rev. Fr. Mark Anthony T. Tasarra, MAGC PhD. Counselor Education Student</p> <p>Nelvin D. Villamartin, MAGC Rizal ES, Viga West District PhD. Counselor Educ. Student</p> <p>Romel G. Petajen Chief, CID</p>	<ul style="list-style-type: none"> Raise queries and clear gray areas. 	Discussion/Reflection: Do's & Don'ts of Non-Registered GCs	<p>Query Group Discussion</p> <p>Question & Answer</p>	<p>Understand fully the DO's & Don'ts a Para-Guidance Counselors</p>
Lunch Energizer					
12:00 - 1:00 PM					
1:00-3:00 PM	<p>Counseling Caselets Analyses</p> <p>Rev. Fr. Mark Anthony T. Tasarra, MAGC PhD. Counselor Education Student</p>	<ul style="list-style-type: none"> Learn on the counselling caselets analyses. 	<p>Abstraction: Counselling Caselets and its Impact to the roles and responsibilities of Para-GCs</p>	<p>Lecture</p> <p>Reflective Thinking Group Discussion</p>	<p>Reflection on the Caselets analyses presented</p>

3:00-4:00 PM	<p>Workshop on accomplishing the Basic Intervention Plan for School Para-Guidance Counselor</p>		<ul style="list-style-type: none"> • Prepare a Basic Intervention Plan for School Para-Guidance Counselor • Identify strategies on how to deliver effectively the tasks/activities of a Para-GCs. • Prepare lists of interventions and risks management schemes that would be paramount to their designations as Para-GCs. 	<p>Lecture: The Basic Intervention Plan Referral forms</p>	<p>Brainstorming Reflection Analysis Group Sharing</p>	<p>Basic Intervention Plan for School Para-Guidance Counselors</p>
	<p>Nelvin D. Villamartin, MAGC Rizal ES, Viga West District PhD. Counselor Educ. Student</p>				<p>Collaborative output</p>	
4:00-4:30 PM	<p>Rev. Fr. Mark T. Anthony Tasarra, MAGC PhD. Counselor Education Student</p>			<p>Workshop: Basic Intervention Plan for School Para-Guidance Counselors</p>		
Day 3	<p>Presentation of Outputs</p>					
7:30-8:00 A.M.	<p>Management of Learning</p>		<ul style="list-style-type: none"> • Set the mood of the Ps. • Recapitulate the last sessions. 	<p>Short Opening Program Recapitulation on the Caselets Analysis and Basic Intervention Plan Energizer</p>	<p>Reflection Recollection of facts and data</p>	<p>Interests of the Ps were aroused and sustained</p>

8:00-9:00	<p>Crafting the School's Para-Guidance Counselling Action Plan & Process Flow</p> <p>Nelvin D. Villamartin, MAGC Rizal ES, Viga West District PhD. Counselor Educ. Student</p> <p>Rev. Fr. Mark Anthony Tasarra, MAGC PhD. Counselor Education Student</p> <p>Workshop</p> <p>Lunch</p>	<ul style="list-style-type: none"> • Use of uniform templates in crafting the PGC Action Plan and Process Flow. • Understand the parts of the template. • Craft the PGC action Plan of the School. • Present the PGC action plan for critiquing. • Improve the action plan based on the recommendations of the speakers during critiquing. 	Lecture Reflective Thinking Group Discussion	<p>Action Plan on Para-Guidance Counselling Services</p>
9:00-12:00 NN				
12:00-1:00 P.M.				
1:00-4:00 P.M.	<p>Presentation & Critiquing of Output by Group</p>	<p>Participants should be able to present clearly their outputs.</p>	<p>Brainstorming Reflection Analysis Group Sharing</p>	<p>Effective PGC Action Plan ready for submission</p>

				Collaborative output Critiquing Revision	
4:00- 5:00 PM	Closing Program Ways for Moving Forward				

- Lead Trainers** :
- Romel G. Petajen/CID Chief
 - Marivic T. Camacho/EPS
 - Aroline Borja
 - Carol P. Gil
- Resource Speakers** :
- Rev. Father Mark Anthony T. Tasarra/Asst. Parish, Gigmoto
 - Nelvin D. Villamartin/Teacher III, Rizal ES
- Facilitators** :
- Marisol T. Lim/PSDS
 - Anchelita P. Sicio/SP II, Calatagan ES
 - Cecile S. Alvea/SP I, Jose Rizal ES
 - Cynthia D. Usero/SP II, Bagamanoc CES
 - Eligio Sales/SP I, Igang ES
 - Rita G. Soriao/SP I, Pajo San Isidro ES
 - Vernie Postrado/Head Teacher Hilawan ES
 - Hanelen Padilla/COS, SDO
 - Mary Ann Sapaula/COS, SDO

Enclosure 2



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SHORT OPENING PROGRAM

National Learning Camp: Capacity-Building of School Heads for Ensuring Learning Readiness through Guidance Counselling & Psychological First Aid

1st Wave: November 22-23, 2023
2nd Wave: November 27-29, 2023

3rd Wave: November 30-Dec. 2, 2023
4th Wave: December 4-6, 2023

Philippine National Anthem	:	Audio-Visual Presentation
Prayer	:	Rev. Fr. Mark Anthony Tasarra
Welcome Message	:	Marivic T. Camacho/EPS
Acknowledgement of Participants	:	Cecile S. Alvea/SP I
Mabuting Tao Chant by H. Borcelis	:	Cecile S. Alvea/SP I
Facilitators & Speakers	:	
Inspirational Messages	:	Ma. Luisa T. Dela Rosa/ASDS Socorro V. Dela Rosa, CESO V/SDS
Overview of the CapBuild	:	Romel G. Petajen/CID Chief
Energizer	:	Anchelita P. Sicio/SP II

Masters of Ceremonies

1st Wave: Eddie Cadag

2nd Wave: Vernie Postrado

3rd Wave: Madel L. Condono

4th Wave: Rita G. Soriao



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