



DEPARTMENT OF EDUCATION
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM NO. 20 s. 2016

TO : ASDS, In-charge of Secondary Schools
EPS-I, In-charge of EsP and Guidance
PSDS -- Secondary (Division-Based)
Secondary School Heads/Principals/OIC/TIC
Full-Time and Designated Guidance Counselors (Secondary Level)

FROM : 
ARNULFO M. BALANE, CESO V
Schools Division Superintendent

DATE : January 18, 2016

SUBJECT : Three Days Live-In Training for Full Time and Designated
Guidance Counselors (Secondary Level)

1. Please be informed that there will be a three(3) days Training for (Guidance Counselors and Guidance Coordinators on January 27-29, 2016 at Villa Caceres Hotel, Naga City.
2. The training specifically aims to:
 - A. Develop self-awareness of the Guidance Counselors to better evaluate their capacity in helping others.
 - B. Enhance the values of the Guidance Counselors to ensure that they are responding to concerns of the counselees ethically.
 - C. Equip the Guidance Counselors with the necessary knowledge and skills on:
 - a. Handling Anger
 - b. Handling Stress
 - c. Handling Suicidal Cases
 - d. Handling Grief and Loss Family Counseling
3. Participants to this training are the full-time and designated Guidance Counselors of Secondary Schools in the Division.
4. A registration fee of three thousand five hundred pesos (P3,500.00) will be charged from each participant to cover expenses for training venue, food and accommodation, and honoraria of speakers. Registration, travel allowance and other incidental expenses of participants shall be charged against School MOOE/ Local Funds subject to the usual accounting and auditing rules and regulations.
5. For the information and guidance of all concerned.