



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE

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Office of the Schools Division
Superintendent

September 29, 2026

DIVISION MEMORANDUM

No. 577, s. 2026

ADOLESCENT JOB AID 2.0 SKILLS ENHANCEMENT TRAINING

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads/Principals
School Guidance Designates

1. The Schools Division of Office of Dagupan City (SDO Dagupan City) spearheads the implementation of the Adolescent Reproductive Health (ARH) Program as a flagship component of the Oplan Kalusugan sa DepEd (OKD) (DepEd Order No. 23, s. 2018).
2. In line with this, the School Health Nutrition Unit will conduct an activity entitled Adolescent Job Aid 2.0 Skills Enhancement Training scheduled on October 17, 2026, 8:00 AM to 5:00 PM at the Division Training Center.
3. Target participants are the Designated Guidance Counselors, Guidance Associates, and School Health Nutrition Unit Personnel.
4. Enclosed are the list of Participants (Enclosure 1) and the list of Working Committees (Enclosure 2).
5. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, loading, other weather disturbances, and calamities pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.
6. Expenses relating to the conduct of this activity shall be charged to SUBARO-RO1-26-06119, subject to the usual accounting and audit rules of organization.



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7. For more information and clarification, kindly coordinate with SHNU Focal person, **Jozzana P. Basto**, 09171758055.
8. Immediate and wide dissemination of this memorandum is highly desired.

[REDACTED]
MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure 1

LIST OF GUIDANCE DESIGNATE	
NAME	SCHOOL
1) GERALDINE A. CLAVERIA	Bacayao Sur Elementary School
2) DAHLIA B. ARENOS	Bolosan Elementary School
3) JOSEPHINE N. ICO	Bonuan Boquig Elementary School
4) IRESH ERVIN Q. VELANO	Bonuan Buquig National High School-JHS
5) RAQUEL S. DONDO	CALMAY ES
6) LINA V. CATALAN	Carael Elementary School
7) MARY ROSE P. LLAMAS	Carael NHS (SHS)
8) CARLA D. SALAZAR	Carael NHS (JHS)
9) RHEA DG GUARDIANA	Caranglaan Elementary School
10) ALLELI JILL T. BARBERAN	Dagupan City National High School (JHS)
11) ERIC T. JIMENEZ	Dagupan City National High School (SHS)
12) EILEEN RAY J. REAMON	Dagupan City National High School
13) ELISA A. PARAS	East Central Integrated School
14) JESUSA Q. MORENO	East Central Integrated School
15) JOVELYN G. DE LUNA	East Central Integrated School
16) ABIGAIL U. LANDINGIN	Federico N Ceralde Integrated School- JHS
17) LEONYRIZA A. TORRES	Federico N. Ceralde Integrated sch.-ELEM
18) JENNALYN F. CUISON	Federico N. Ceralde Integrated sch.-SHS
19) CORAZON N. GOROZA	Gregorio Del Pilar Elem.School
20) JUDY C. CARRERA	Juan L. Siapno Elementary School
21) VIRGINIA C. SALES	Juan P. Guadiz ES
22) ANABELLE S. LAMSEN	Judge Jose De Venecia Sr. Technical Vocational-Secondary School-SHS
23) RAQUEL D. CUISON	Judge Jose De Venecia Sr. Technical Vocational-Secondary School-JHS
24) GEMMA P. CENTINO	Lasip Grande ES
25) MARICEL C. MELAD	Leon- Francisco Maramba Elem.
26) DIVINA Q. BALTAZAR	Lomboy Elementary School
27) SHERYLL ANN L. CACHO	Lucao Elementary School
28) ACELA O. CALLEJO	Malued Elementary School
29) CORAZON DS. CALIMLIM	Mamalingling Elementary School
30) JACQUELINE R. LAMSEN	Mangin Tebeng Elem. School
31) BESSIE L. UBANDO	North Central ES
32) RHODORA C. CALIMLIM	Pantal Elementary School



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33) LIRIO Q. TORRES	Pascuala G. Villamil ES
34) MARIFE S. VIRAY	Pogo-Lasip Elementary School
35) JEANITH B. CEREZO	PUGARO IS - Elementary
36) ALEXIS B. PIDLAOAN	PUGARO IS- JHS
37) MICHELLE ANN E. GERON	PUGARO IS-SHS
38) ELMA A. DE LA PEÑA	Sabangan Elementary School
39) EMMA A BEMBO	Salapingao Elementary School
40) LEAH JANICE G. BESACRUZ	Salapingao National High School
41) LEONARDO D. SOLIS	Salapingao National High School
42) THELMA A. BIASON	Salisay Elementary School
43) JACQUELINE S. QUINTO	Suit Elementary School
44) BRIGGETTE JHAY B. LEE	T. Ayson Rosario Elementary School
45) LEAH M. DUQUE	Tambac Elem. School
46) VIVIAN P. FERRER	Tebeng Elementary School
47) MYRNA M. VALDEZ	Victoria Q. Zarate ES
48) JANETH B. ABRIGO	West Central Elementary School I
49) CINDY I C. VELASCO	West Central Elementary School II
50) JUDY V. NAORBE	BLISS Elementary School

LIST OF SCHOOL HEALTH NUTRITION UNIT

51) JEANELINE R. TRIGUE, DMD	Dentist II
52) GIOVANNI ANTHONY ARAFILES, DMD	Dentist II
53) NOREEN B. VIDAL	Nurse II
54) GLENN ERICKSON T. BASTO	Nurse II
55) CHRISTIAN PAUL Q. ESPIRITU	Nurse II
56) MARINA S. FESTEJO	Nurse II
57) JANE P. SALAYOG	Nurse II
58) MARY MARGARET DORIA	Nurse II
59) ANTONIO RAFAEL C. BELEN III	Nurse II
60) GLORIA P. FLORES	Dental Aide
61) NAPOLEON S. ROVILLOS	Dental Aide

LIST OF GUIDANCE ASSOCIATE

62) STEPHANIE VENTURA	Guidance Associate
63) PERCIVAL JR F. TUMANG	Guidance Associate
64) EDUARDO Q. AQUINO, JR.	Guidance Associate
65) LYNIE R. CALIMLIM	Guidance Associate
66) MA. FAYE C. JOVERO	Guidance Associate
67) RENZELLJOY M. ARELLANO	Guidance Associate



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68.) JAVEE S. PRESTOUSA	Guidance Associate
69.) KRISTINE RAY L. CRISOSTOMO	Guidance Associate
70.) GENESHIR ROSE C. CASTRO	Guidance Associate
71.) AVRILLE MIRA M. RAMIREZ	Guidance Associate
72.) RAINA MAE B. UBANDO	Guidance Associate
73.) MARY JANE M. TIBIGAR	Guidance Associate
74.) ALYSSA EMILY MAE M. SURDILLA	Guidance Associate
75.) JANNEL KRISHA D. ACDAL	Guidance Associate
76.) DIANNA SHAINA S. CASTRO	Guidance Associate
77.) ZHENA A. EDEN	Guidance Associate
78.) ALLYSA TRISHIA D.L. MAGALANG	Guidance Associate
79.) JOYCE PRINCELLE M. SUAKING	Guidance Associate
80.) JAY JON A. JUGUILON	Guidance Associate



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Enclosure 2

Technical Working Group

1.) Marciano U. Soriano Jr. Phd., CESO VI	Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent (Welcome Message)
2.) Anna Liza M. Chan, CESO VI	Assistant Schools Division Superintendent (Closing Remarks)
3.) Liezl S. Cancino	SGOD-CHIEF (Program Manager)
4.) Harking C. Reyes	Finance Officer
5.) Jozzana P. Basto	Program Manager/Welfare Officer
6.) Joann L. Jimenez	Planning Officer
7.) Irish J. Solis	Program Managers
8.) Gilliane S. Casaclang	
9.) Jan Vincent D. Galvez	
10.) Isagani D. Rosario	Monitoring and Evaluation Officer
11.) Clarita F. Tamayo	Logistics Officer
12.) Edwin S. Juliano	Technical Officer
13.) Richard E. Junio	Technical Officer
14.) Raymund B. Rabe	Secretariat
15. Keene Ruben Arzadon	Documenter
16. Diosdado Caguioa	Utility Officer

PROGRAM MATRIX

Time	Activities	Responsible Person	Methodology
8:00 – 8:15 AM	Preliminaries	AVP	
8:15 – 8:30 AM	Presentation of Participants	GLENN ERICKSON T. BASTO, RN, MAN Nurse II	



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8:30 – 8:45 AM	Welcome Message	MARCIANO U. SORIANO JR. PhD., CESO VI Assistant Schools Division Superintendent Officer-In-Charge Office of the Schools Division Superintendent	
8:45 – 9:00 AM	Statement of Purpose	LIEZL S. CANCINO, PhD Chief ES SGOD	
8:40 – 9:00 AM	Introduction to ASET	JOZZANA P. BASTO, Nurse II	Lecture Discussion
9:00 – 10:00 AM	Identifying & Addressing Personal Concerns of Health Service Providers	ALJOHN PHILIP VIDAL, Rpm SLU-Psychology Teaching Faculty	Identifying personal concerns, managing work-related stress, and recognizing the importance of self-care among Health Service Providers. To encourage participants to develop healthy coping mechanisms and maintain their overall well-being.
10:00 – 10:15AM	HEALTH BREAK		
10:15 – 12:00PM	Self-Care for Health Service Providers	ALJOHN PHILIP VIDAL, Rpm SLU-Psychology Teaching Faculty	
12:00- 1:00 PM	LUNCH BREAK		
1:00- 2:00 PM	Rapid HEEADSSSS	ROSE ANN R. BARRIENTOS, RN, MAN Nurse II	To strengthen participants understanding and practical application of the HEEADSSSS Tool through interactive lecture highlighting the purpose, proper administration and appropriate documentation. Lecture-workshop
2:00- 3:00PM	Comprehensive HEEADSSSS		
3:00- 3:15PM	HEALTH BREAK		
3:16- 4:15PM	Roles and Responsibilities of Guidance Designates and Associates in school	DR. EDGAR T. TIMBOL, RGC/ GLENN ERICKSON T. BASTO, RN, MAN	Lecture Discussion
4:15- 4:30PM	End of Day Evaluation	JAN VINCENT GALVEZ	
4:30 – 4:50 PM	Awarding of Certificates	JOZZANA P. BASTO Nurse II	
4:50 – 5:00 PM	Closing Remarks	ANNA LIZA M. CHAN, CESO VI	



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		Assistant Schools Division Superintendent	
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Master of Ceremony: Mr. John Renz Dalaten