




DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
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## DIVISION ADVISORY

2016-09-273  
Deped-MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: SEP 20 2016 Time: 9:50  
By: Ganabay

TO: Chief Education Supervisor and Staff, CID  
Chief Education Supervisor and Staff, SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM:   
**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

DATE: September 20, 2016

SUBJECT: **3-DAY NATIONAL WORKSHOP ON GUIDANCE AND COUNSELING  
SKILLS AND TECHNIQUES IN THE SCHOOL SETTING**

The field is hereby informed of the invitation letter from the ARCZONE Professional Development, Inc., 2<sup>nd</sup> Floor Overland Park Building, Banawe St., Corner Quezon Ave., Quezon City re **3-Day National Workshop on Guidance and Counseling Skills and Techniques in the School Setting**, the content of which is self-explanatory.

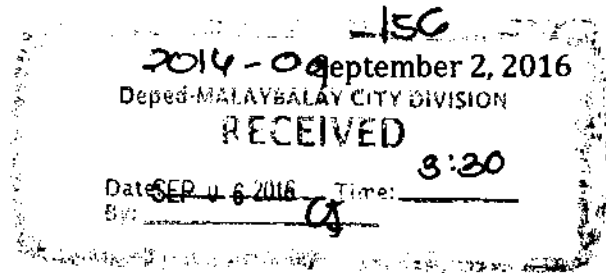
Interested participants shall write letter of intent to *Rosie A. Salupado*, Education Program Supervisor in School Governance and Operations Division.

Immediate dissemination of this Advisory is highly enjoined.



## ARCZONE Professional Development, Inc.

2nd Floor Overland Park Building, Banawe St.,  
corner Quezon Ave., Quezon City, Philippines  
Tel. Nos.: (02) 414-7589 / 781-6895 / 255-4863 / 414-6737  
Mobile Nos.: 0921-5761676 / 0917-8576757  
Email: arczone\_eduphil@yahoo.com



**Dr. Edilberto L. Oplenaria**  
Schools Division Superintendent  
DepEd – Division of Malaybalay City  
Sayre Highway, Casisang, Malaybalay City  
Bukidnon

Dear Dr. Oplenaria:

Our company received positive feedback from our participants regarding the 3-day national seminar-workshop on ***"Guidance and Counseling Skills and Techniques in the School Setting"*** (as per DepEd Advisory No. 194, s. 2016) conducted by ARCZONE last August 26 to 28 in DepEd NEAP, Kolambog Lapanan, Cagayan de Oro City.

Most of our participants were from private institutions both Basic Education and Higher Education institutions. In connection to this, we would like to reach out to our public school teachers and guidance counselors by offering the same program **exclusively to your division**. This makes the training more accessible and more affordable to the participants.

This seminar-workshop for **school counsellors and homeroom advisers** aims to:

- 1) demonstrate appropriate counselling skills for students on their academic and social-emotional needs
- 2) conduct career counselling among students in the senior high school
- 3) create effective counselling programs that address the needs of students

Because educators and guidance counsellors work hand in hand in referring, reporting and monitoring cases which involve child protection, and in response to DepEd Order No. 20 s. 2012 otherwise known as the Child Protection Policy, we also would like to offer a training on ***"Child protection: Roles and responsibilities of teachers and guidance counsellors"***.

Attached are detailed information regarding the seminar-workshops that our company is offering. If you need further information, please do not hesitate to contact us:

**Email: [arczone\\_eduphil@yahoo.com](mailto:arczone_eduphil@yahoo.com)**

**Tel. Nos.: (02) 414-7589 / 414-6737 / 781-6895 / 255-4863**

**Mobile: 09215761676 / 09157959068**

We hope that this letter merits your support and approval on the conduct of these events in your division.

Thank you very much.

Very truly yours,

  
**Ms. Jesusa Flores**  
**Training Coordinator**

## National Seminar – Workshop on

### Guidance and Counselling Skills and Techniques in the School Setting (Live-out seminar)

#### **Details of Training**

**Dates:** To be determined by the Division

**Venue:** To be determined by the Division

**Registration fee:** Php 900 (inclusive of seminar kit, training materials, handouts and certificates)

**\*\*\* Minimum of 200 participants**

#### Program of Activities

Day / Time	Sessions
7:00 – 8:00	Registration
8:30 – 9:00	Opening Program Doxology & National Anthem Opening Remarks
9:00 – 10:00	Counselling Skills and Techniques in the School Setting <ul style="list-style-type: none"> <li>• Counselling children with social and emotional problems</li> </ul>
	<b>Working Break</b>
10:00 – 12:00	<ul style="list-style-type: none"> <li>• Counselling children with cognitive difficulties</li> </ul>
12:00 – 1:00	<b>Health Break</b>
1:00 – 5:00	<ul style="list-style-type: none"> <li>• Counselling the adolescents</li> </ul>
	<b>Working Break</b>
<b>Day 2</b>	
8:00 – 9:00	RECAP
	<b>Working Break</b>
9:00 – 12:00	Career Counselling in the Senior High School <ul style="list-style-type: none"> <li>• Assessing students in the right track</li> </ul>
12:00 – 1:00	<b>Health Break</b>
1:00 – 3:00	<ul style="list-style-type: none"> <li>• Interpreting results of career and vocational tests</li> </ul>
	<b>Working Break</b>
3:00 – 5:00	<ul style="list-style-type: none"> <li>• Techniques in career counselling</li> </ul>
<b>Day 3</b>	
8:00 – 9:00	RECAP
9:00 – 10:00	Developing and Managing the Counselling Program <ul style="list-style-type: none"> <li>• Program models</li> </ul>
	<b>Working Break</b>
10:00 – 12:00	<ul style="list-style-type: none"> <li>• Program process and needs assessment</li> </ul>
12:00 – 1:00	<b>Health Break</b>
1:00 – 4:00	<ul style="list-style-type: none"> <li>• Assessing the effectiveness of the program</li> </ul>
4:00 – 5:00	Closing Program Awarding of Certificates

**N.B.** More groupings may be formed. Sessions may be done simultaneously.

## National Seminar – Workshop on

### Child Protection: Roles and Responsibilities of Teachers and Guidance Counsellors (Live-out seminar)

#### **Details of Training**

**Dates:** To be determined by the Division

**Venue:** To be determined by the Division

**Registration fee:** Php 900 (inclusive of seminar kit, training materials, handouts and certificates)

**\*\*\* Minimum of 200 participants**

#### Program of Activities

7:00-8:00am	Registration/ Energizer	Registration/ Energizer	Registration/ Energizer
8:00-10:30am	<b>Relevant Laws Protecting the Rights of Children (RA 7610, UN Commitment No. 13, RA 9262, Anti Bullying Act)</b>	<b>Dealing and Handling Students who Experienced Violence in School</b>	<b>Protocol on Case Management of Child Victims of Abuse, Neglect, Exploitation and Bullying</b>
10:30-11:00am	Break	Break	Break
11:00-12:00nn	<b>Workshop 1: Reviewing school policies</b>	<b>Workshop 3: Basic skills in dealing and handling students who experienced violence in school</b>	<b>Workshop 5: Case Management Procedures</b>
12:00- 1:00pm	Lunch Break	Lunch Break	Lunch Break
1:00- 3:30pm	<b>Indicators of Abuse and Violence in the School Setting</b>	<b>Documenting and Writing Reports on Cases of Violence in School</b>	<b>Roles and Responsibilities of Educators and School Counsellors in cases of Child Abuse, Exploitation, Neglect, and Bullying</b>
3:30-4:00pm	Break	Break	Break
4:00-5:00pm	<b>Workshop 2: Detecting abuse and violence among students</b>	<b>Workshop 4: Documenting and writing reports</b>	<b>Workshop 6: Developing programs for the prevention of violence in schools</b>

**N.B.** More groupings may be formed. Sessions may be done simultaneously.

July 22, 2016

In compliance with DepEd Order No. 8, s. 2013  
 this advisory is issued for the information of DepEd officials,  
 personnel/staff, as well as the concerned public.  
 (Visit [www.deped.gov.ph](http://www.deped.gov.ph).)

**SEMINAR-WORKSHOPS OF THE ARCZONE PROFESSIONAL DEVELOPMENT INC.**

The Arczone Professional Development Inc. will conduct its *Seminar-Workshops* on the following dates and venues with corresponding objectives:

Activity	Region	Date and Venue	Objective
Guidance and Counseling Skills and Techniques in the School Setting	III	September 9-11, 2016 Social Action Center of Pampanga (SACOP) Maimpis, San Fernando City Pampanga	<ul style="list-style-type: none"> <li>To demonstrate to participants appropriate counseling skills for students on their academic and social-emotional needs</li> <li>To enable them to conduct effective career counseling among Senior High School (SHS) students</li> <li>To craft/create effective counseling programs which address the needs of SHS students</li> </ul>
	XII	September 23-25, 2016 AJ Hi-Time Hotel Plaridel Street corner Laurel Street, Kidapawan City	
	IV-A	October 14-16, 2016 Development Academy of the Philippines (DAP) Brgy. Sungay, Tagaytay City	
	II	November 11-13, 2016 Highlander Hotel and Resort National Highway, Solano Nueva Vizcaya	
	Caraga and ARMM	December 9-11, 2016 Almont City Hotel San Jose Street, Butuan City	
	CAR	December 16-18, 2016 Prince Hotel 17 Legarda Road, Baguio City	
Preparing for the Senior High School (SHS): Towards Systematic Planning and Effective Curriculum Implementation	VII and VIII	September 30-October 2, 2016 Wregent Plaza Hotel Carlos P. Garcia Avenue Tagbilaran City	<ul style="list-style-type: none"> <li>To assist the school administrator/manager participants on responding to vignettes provided to the SHS in groups</li> <li>To address their students logistical needs and issues in setting up and in implementing the SHS Program</li> <li>To provide them with assistance in crafting/creating their school action plans regarding the implementation of their respective SHS Program</li> </ul>
	V	December 2-4, 2016 Naga City Regent Hotel and Convention Center Elias Angeles Street Naga, Camarines Sur	

The target participants to the Guidance and Counseling Skills and Techniques in the School Setting are guidance counselors while the participants to Preparing for the SHS are school administrators and mid-level school managers from public and private schools.

Participation of both public and private schools shall be subject to the *no-disruption-of-classes policy* stipulated in DepEd Order No. 9, s. 2005 entitled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*.

More information may be inquired from *Ma. Finina Vicente*, Coordinator, Arczone Professional Development Inc., 2<sup>nd</sup> Floor Overland Park Building, Banawe Street corner Quezon Avenue, Quezon City at telephone nos.: (02) 414-7589; (02) 414-6737; (02) 781-6895; (02) 255-4863, mobile phone nos.: 0921-576-1676; 0915-795-9068 and email address: [arczone\\_eduphil@yahoo.com](mailto:arczone_eduphil@yahoo.com).