

2021-30578

DM 2021-4-182
DEPED MALAYBALAY CITY DIVISION
RELEASED
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BY: _____



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DIVISION MEMORANDUM

No. 182, s. 2021

**TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned
This Division**

FROM : VICTORIA V. GAZO, PhD, CESO V
Schools Division Superintendent

DATE : April 8, 2021

**SUBJECT : DESIGNATION OF SCHOOL GUIDANCE COUNSELOR
OR A GUIDANCE ADVOCATE**

1. With reference to **DepEd Memorandum DM - OUCI-2021-055** dated March 3, 2021 from the Office of the Undersecretary for Curriculum and Instruction and as stipulated in the guidelines, school heads shall designate a Guidance Counselor or a Guidance Advocate in the absence of a Guidance Counselor for SY 2020-2021 to address the needs of learners on mental health services, including counseling activities with mental health professionals.

2. School heads are directed to submit the names (soft copy) of the Guidance Counselors/Advocates following the template below to: **rosalio.arangco001@deped.gov.ph** not later than April 14, 2021.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City

Telefax No.: 088-314-0094; Telephone No.: 088-813-1246

Email Address: malaybalay.city@deped.gov.ph



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Name of School	Name of Guidance Counselor/Advocate	Cellphone No.	DepEd Email/FB/Messenger Accounts

3. The Office also requires all the School Heads to issue designation order to School Guidance Counselors/ Advocates upon assumption of duties, kindly refer to the attached template.

4. Queries relative to this can be relayed to Rosalio P. Arangco, Education Program Supervisor, SGOD at 0917 159 4825.



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Name of School

School Address

SCHOOL MEMORANDUM

No. _____, s. 2021

TO : **Name of Designated Guidance Counselor**
(Note: Guidance Counselor must be a licensed/registered GC)

FROM : **School Head**

DATE : (Note: This could be antedated if the Guidance Counselor/
Advocate have been assuming the position for a long time
yet no designation order was issued)

SUBJECT : **DESIGNATION OF SCHOOL GUIDANCE COUNSELOR**

1. In the exigency of service, you are hereby designated as **Guidance Counselor**.
2. Your duties and responsibilities among others include:
 - 2.a. assist the school head in matters relating to guidance and counseling;
 - 2.b. conduct counseling to learners;
 - 2.c. document each counseling case being handled;
 - 2.d. provide referral services to outside mental health professionals when necessary;
 - 2.e. conduct case consultation as deemed necessary;
 - 2.f. conduct a conference with learner's parents/guardians;
 - 2.g. make an annual report on the number of cases handled and their nature.

(Reference: DepEd Memorandum DM-OUI-2021-055 dated March 3, 2021)



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Name of School

School Address

SCHOOL MEMORANDUM

No. _____, s. 2021

TO : *Name of Designated Guidance Advocate*

FROM : *School Head*

DATE : *(Note: This could be antedated if the Guidance Counselor/ Advocate have been assuming the position for a long time yet no designation order was issued)*

SUBJECT : **DESIGNATION OF SCHOOL GUIDANCE ADVOCATE**

1. In the exigency of service, you are hereby designated as **Guidance Advocate**.
2. Your duties and responsibilities among others include:
 - 2.a. assist the school head in matters relating to guidance and counseling;
 - 2.b. facilitate learners to avail counseling and referral services from a registered Guidance Counselor designated in the division office or other mental health professionals;
 - 2.c. disseminate information about mental health issues;
 - 2.d. conduct consultation with mental health professionals as deemed necessary.

(Reference: DepEd Memorandum DM-OUI-2021-055 dated March 3, 2021)



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