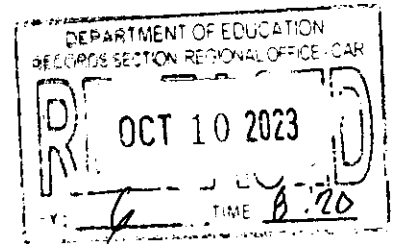




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



09 October 2023

REGIONAL MEMORANDUM
No. 594.2023

**DESIGNATION OF GUIDANCE ADVOCATES IN ALL SCHOOLS WITH
NO GUIDANCE COUNSELORS**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. The Department of Education-Cordillera Administrative Region requires all schools with no Guidance Counselors to designate Guidance Advocates who will cater to all guidance and career needs of the learners to promote rational thinking, healthy behavior, and positive disposition.
2. The Guidance Advocate-designate should be a regular-permanent DepEd employee with the following basic qualifications and attributes:
 - a. preferably a teacher or employee who was previously designated as guidance teacher/advocate, with experience in handling guidance and career advocacy-related activities;
 - b. flexible and can get along well with adolescents;
 - c. manifest good interpersonal/soft skills;
 - d. has basic skills in career coaching, coordination, and program development implementation, and evaluation;
 - e. willing to attend trainings on career and guidance services to be conducted by DepEd or other agencies; and
 - f. preferably with previous experience in advocacy and/or volunteer activities.
3. The performance of guidance advocate tasks shall be equivalent to one (1) teaching load on top of the teacher's advisory and subject load. In case the total actual teaching load is more than 6 hours, the guidance advocate shall be given overtime pay subject to availability of funds or he/she will be given service credits.
4. The designated Guidance Advocate shall have the following functions:
 - a. provide technical assistance to class advisers on career and guidance services and interventions to learners without violating the provisions stipulated in the RA 9258 otherwise known as "The Guidance and Counseling Act of 2004;
 - b. assist the School Head in planning and monitoring of the implementation of the School Guidance Program;
 - c. prepare accomplishment reports in the implementation of School Guidance Program;

- d. conduct orientation on Career and Guidance Program to learners, teachers, parents, and other stakeholders; and
- e. coordinate with the Class Advisers on the implementation of the Homeroom Guidance and Career Guidance Program.



4. Relative to this, all schools are required to submit the name of their designated Guidance Advocate and list of trainings attended related to guidance counseling to the Division HRDD for consolidation and submission to Regional HRDD through this link <https://tinyurl.com/CARGuidanceAdvocates> on or before October 13, 2023.

5. An office or space is strongly encouraged to be provided in the school for guidance interventions and other related activities.

6. For inquiries and clarifications, please contact DepEd-CAR through the email address at car@deped.gov.ph or through ESSD at car.essd@deped.gov.ph.

7. Immediate dissemination of this Memorandum is directed.


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 Director IV/Regional Director 

Reference: DM-OUCI-2021-346

ESSD/GCD/Designation of Guidance Advocates
10/09/2023