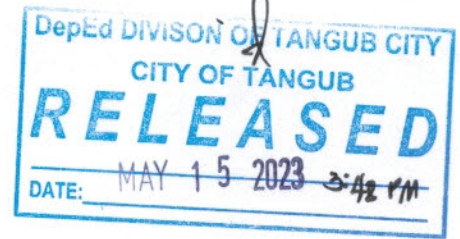




Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



May 12, 2023


**DIVISION MEMORANDUM**

No. 127, s. 2023

**DESIGNATION OF SCHOOL GUIDANCE ADVOCATE**

To: Public Schools District In-Charge (PSDICs)  
Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

1. The Department of Education (DepEd) issues **DM-OUCI-2021-359** entitled **Guidelines on Counseling and Referral System of Learners for S.Y. 2020-2021**, which aims to give DepEd schools the mechanism to address the needs of learners on mental health services including counseling activities with mental health professionals.
2. As stipulated in the guidelines, school heads shall designate a Guidance Advocate in the absence of Guidance Counselor to address the needs of learners on mental health services and secure implementation of counseling and referral services to the school.
3. In compliance with this memorandum, this Office through the School Governance and Operations Division (SGOD) Guidance and Counseling Section, School Heads are directed to submit the names of the Guidance Advocates following the attached template (Annex A) not later than May 19, 2023.
4. The Office also requires all the School Heads to issue designation order to School Guidance Advocates upon assumption of duties, kindly refer to the attached template (Annex B).
5. For more information, please contact Mr. John Lyric D. Poligrates, Guidance Counselor II, through 0977-470-4806.
6. Immediate dissemination of this Memorandum to all concerned is enjoined.

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC-Office of the Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
Region X  
**SCHOOLS DIVISION OF TANGUB CITY**

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**ANNEX A: LIST OF SCHOOL GUIDANCE ADVOCATE**

District: \_\_\_\_\_

School: \_\_\_\_\_

NAME OF GUIDANCE ADVOCATE	CONTACT NUMBER	FB/Messenger Account	DepEd Email

Prepared by

\_\_\_\_\_  
School Head (Designation)





Republic of the Philippines  
**Department of Education**  
Region X  
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(ANNEX B: **DESIGNATION ORDER OF SCHOOL GUIDANCE ADVOCATE**)

**SCHOOL MEMORANDUM**

No. \_\_\_\_\_, s. 2023

**TO** : (NAME OF DESIGNATED GUIDANCE ADVOCATE)

**FROM** : SCHOOL HEAD

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

**SUBJECT** : DESIGNATION OF SCHOOL GUIDANCE ADVOCATE

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1. In the exigency of service, you are hereby designated as **Guidance Advocate**.
2. Your duties and responsibilities among others include:
  - a. Assist the school head in matters relating to guidance and counseling;
  - b. Facilitate learners to avail counseling and referral services from a registered Guidance Counselor designated in the division office or other mental health professionals;
  - c. Disseminate information about mental health issues;
  - d. Conduct consultation with mental health professionals as deemed necessary;
  - e. Facilitate the completion and submission of all documents relevant to the career guidance program; and
  - f. Perform other related functions.

Conforme:

(Name of Guidance Advocate)

Signature Over Printed Name

Date: \_\_\_\_\_

Contact Details of Advocate:

(Email add)

(Mobile Number)

(FB/Messenger)



Address: Anecito Siete St. Mantic, Tangub City

Telephone: (088) 530 - 5988