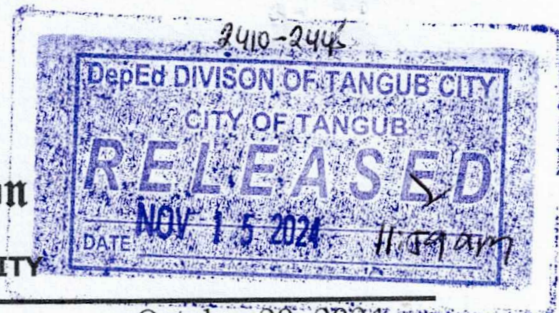




Republic of the Philippines
Department of Education
 Region X
SCHOOLS DIVISION OF TANGUB CITY



October 28, 2024

DIVISION MEMORANDUM
 No. 2410-244, s. 2024

RESUBMISSION OF SCHOOL GUIDANCE DESIGNATION

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

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**, and 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 of the Schools Division Superintendent (OSDS), School Heads are directed to submit an updated designation order of the acting Guidance Designates following the attached template (Annex A) not later than November 15, 2024.
4. For more information, please contact Mr. John Lyric D. Poligrates, Guidance Counselor II, through 0977-470-4806.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
 Schools Division Superintendent

Enclosed: As stated
 Reference: RA 11306, DM-OUCI-2021-359
 To be indicated in the Perpetual Index
 Under the following subjects:
 Guidance and Counseling

JLDP & ACM – Counseling and Referral System
 October 28, 2024



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Republic of the Philippines
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(ANNEX A: **DESIGNATION ORDER OF SCHOOL GUIDANCE DESIGNATE**)

SCHOOL MEMORANDUM

No. _____, s. 2024

TO : **(NAME OF GUIDANCE DESIGNATE)**
(Position)

FROM : **SCHOOL HEAD**
(Position)

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

SUBJECT : **DESIGNATION OF SCHOOL GUIDANCE DESIGNATE**

1. In the exigency of service, you are hereby appointed as **Guidance Designate**.
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; homeroom guidance program; and
 - f. Perform other related functions.

Conforme:

(Name of Guidance Designate)

Signature Over Printed Name

Date: _____

Contact Details of Advocate:

(Email add)

(Mobile Number)

(FB/Messenger)



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