



JUL 25 2011

DepEd MEMORANDUM

No. **166**, s. 2011

**TRAINING OF TRAINERS (TOT) ON GUIDANCE AND COUNSELLING, PSYCHO-SOCIAL AND EMOTIONAL LEARNING SUPPORT IN THE YOUTH EMPLOYMENT AND MIGRATION DIVISIONS**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
All Others Concerned

1. The Department of Education (DepEd)-Bureau of Secondary Education (BSE) through the Open High School Program-Dropout Reduction Program (OHSP-DORP) shall conduct the **Training of Trainers (TOT) on Guidance and Counselling, Psycho-Social and Emotional Learning Support** in the Four (4) Youth Employment and Migration (YEM) Divisions on August 8-12, 2011 in Tagaytay City.

2. The activity aims to:

- a. form a pool of expert trainers from the division and school levels on Guidance and Counselling, Psycho-Social and Emotional Learning Support;
- b. enhance the capacity of guidance counselors/guidance counselors-designates on managing SARDOs (students at risk of dropping out) anchored on the FICS (Family, Individual, Community and Social) Analysis;
- c. orient the participants on various authentic assessment tools and utilization in guidance and counselling with focus on employment/entrepreneurship, gender sensitivity and life skills; and
- d. craft *doable plans* for SY 2011-2012 onwards.

3. The participants to this activity are listed in the enclosure. The school heads (SHs) are advised to arrange substitutes for the official participants who are handling classes. Likewise, the participants are strongly advised to bring the school report cards (SRC), sample guidance and counselling tools, other related materials, and laptop.

4. Board and lodging, supplies and materials and traveling expenses including discounted airfare, professional fees of the resource persons and other incidental expenses relative to this activity shall be charged to UNICEF-YEM funds which shall be transferred to DepEd, subject to the usual accounting and auditing rules and regulations.



5. For more details, please contact **Ms. Prudencia Martinez-Sanoy**, OHSP-DORP Team Leader, **Ms. Marichel T. Gonzales**, **Ms. Bernadette I. Gabriel** or **Ms. Demetria Cleofas B. Perez** at telefax nos.: (02) 635-9822 or send a message through e-mail address: save\_sardo@yahoo.com.

6. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary *SLH*

Encl.:  
As stated

Reference:  
None

To be indicated in the Perpetual Index  
under the following subjects:

Learning Area, GUIDANCE AND COUNSELLING  
PROJECTS  
TEACHERS  
TRAININGS

DEPARTMENT OF EDUCATION  
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SMA/Madel, DM TOT on Guidance and Counselling  
July 13, 2011/7-14-11

(Enclosure to DepEd Memorandum No. 166, s. 2011)

**Training of Trainers (TOT) on Guidance and Counseling/Psycho-Social-Emotional Learning Support**

**LIST OF PARTICIPANTS**

<b>Division Level (2 participants per Division) Masbate Antique Maguindanao Agusan del Sur</b>	<b>Education Supervisor I</b> - Values Education or Guidance Counselor - CFSS-YEM Coordinator
<b>School Level (1 participant per School) 15 CFSS – YEM Schools</b>	<b>Guidance Counselor/Designate</b>