Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY

16 Oct 2026

DIVISION MEMORANDUM
No. 400, s. 2026

2026 CLAEL CONFERENCE FOR SCHOOL COUNSELOR ASSOCIATES (SCA)

To: Assistant Schools Division Superintendent
Chiefs of Divisions
All Public Elementary and Secondary School Heads
Others Concerned

1. In support of the continuing professional development and capacity building of School Counselor Associates (SCAs), the Schools Division Office of Angeles City hereby disseminates **Regional Memorandum No. 385, s. 2026**, regarding the **2026 CLAEL Conference for School Counselor Associates (SCAs)**.

2. All School Heads are hereby directed to facilitate and ensure the participation of their designated School Counselor Associates in the conference, in accordance with the guidelines and instructions stipulated in the aforementioned Regional Memorandum.

3. For complete details of the conference, including the participation guidelines, registration procedures, and other pertinent instructions, all concerned are advised to refer to the attached Regional Memorandum No. 385, s. 2026, and ensure compliance with its provisions.

4. Immediate and wide dissemination of this Memorandum and strict compliance with its provisions are hereby enjoined.

[redacted]
Digitally signed by Edgard C. Domingo
Date: 2026.10.19 07:45:00 +08'00'

Engr. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Reference: Regional Memorandum No. 385, s. 2026

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

SCHOOL COUNSELOR ASSOCIATES
CONFERENCE

AGG/SEPS/October 16, 2026

Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON

DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE NO. III
OCT 13 2026

October 13, 2026

REGIONAL MEMORANDUM
No. 385, s. 2026

2026 CLAEL CONFERENCE FOR SCHOOL COUNSELOR ASSOCIATES (SCA)

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Elementary and Secondary School Heads
School Counselor Associates and Guidance Designates
All Others Concerned

1. The Department of Education Regional Office III (DepEd RO III) hereby disseminates and endorses the conduct of the 2026 CLAEL Conference for School Counselor Associates of Central Luzon, an initiative organized by the Central Luzon Association of Schools Superintendents Inc. (CLASS Inc.). The conference is designed as a specialized professional development activity aimed at elevating student-focused mental health, guidance support, child protection, career guidance, psychological first aid, and referral mechanisms across public schools in Region III, in strict compliance with Republic Act (RA) No. 12080 and existing DepEd policy frameworks.

2. The conference focuses on three core learning areas across its three-day duration:

- Day 1 (November 3, 2026): Understanding the Role, the Law, and the School Setting — Establishing legal foundations, ethical practice, and administrative integration within basic education.
- Day 2 (November 4, 2026): Core Helping, Mental Health, and Learner Protection Skills — Enhancing clinical helping skills, crisis intervention, psychological first aid, and child protection protocols.
- Day 3 (November 5, 2026): School Practice, Documentation, Referral, and Program Implementation — Standardizing guidance office documentation, multi-tiered referral systems, and school-wide program management.

3. The schedule and venue for the conference are as follows:

Dates	**November 3–5, 2026 (3-Day Live-out Activity)**
Venue	**Laus Group Event Center, City of San Fernando, Pampanga**
Modality	**Live-out Basis**

4. The designated participants are the following:

a. School Counselor Associates and designated Guidance Personnel from public elementary and secondary schools across Region III.

b. Guidance Designates (teachers officially designated to oversee school guidance functions in schools without Plantilla guidance positions).

5. Attendance of participants shall be strictly voluntary subject to the approval of the heads of office and availability of division/school slots and institutional funds. Strict compliance with DepEd Order (DO) No. 9, s. 2005 (Time-on-Task Policy), ensuring that school-level arrangements (such as assignment of substitute learning task sheets) are established to guarantee the uninterrupted delivery of guidance services and regular classroom instruction.

6. The slots allocated per Schools Division Office (SDO) are as follows:

Schools Division Office	Slots	Schools Division Office	Slots
Angeles City	27	Nueva Ecija	157
Aurora	32	Olongapo City	29
Balanga City	14	Pampanga	88
Baliwag City	14	San Fernando City	32
Bataan	91	San Jose City	8
Bulacan	146	San Jose del Monte City	53
Cabanatuan City	33	Science City of Muñoz	8
Gapan City	14	Tarlac City	42
Mabalacat City	19	Tarlac Province	75
Malolos City	21	Zambales	84
Meycauayan City	13	**TOTAL**	**1,000**

7. Participants shall register online through the registration link or QR code below on or before **October 24, 2026**. The online registration form shall be accomplished together with the payment procedure under paragraph 9, including the upload of proof of payment.

Registration Link:
https://tinyurl.com/2026CLAEL-Reg-SCA
Scan the QR code or open the link to register.

8. Financial arrangements for the activity shall be governed as follows:

a. Registration Fee: A registration fee of Six Thousand Pesos (₱6,000.00) per participant shall be collected by CLASS Inc. to cover meals, training kits, learning materials, resource speakers' honoraria, venue rental, and administrative costs.

b. Allowable Fund Source: Registration fees and travel-related expenses may be charged against school Maintenance and Other Operating Expenses (MOOE) or other allowable local fund sources, subject to the availability of funds, school head approval, and strict adherence to standard government accounting and auditing rules and regulations.

c. Accommodation & Transit: In view of the live-out arrangement, participants shall secure their own lodging and transportation, as needed. All concerned are encouraged to coordinate with the organizers concerning registration and other logistical arrangements.

9. Participants and SDOs remitting registration fees via bank deposit or online transfer shall observe the following sequential procedure:

Step 1: Remittance of Registration Fee

Payments must be deposited to the official CLASS Inc. bank account:

Bank Name	Philippine Bank of Communications (PBCom)	Land Bank of the Philippines (LBP)
Branch	San Fernando Branch	Balanga Branch
Account Name	Central Luzon Association of School Superintendents, Inc.	Roland M. Fronda (Treasurer)
Account Number	0271-2010-20429	0446-2843-47

Step 2: Transaction Reference Specification

To facilitate immediate identification, remitting personnel must indicate the following payment reference string in the deposit slip or online transfer note:

[Participant Full Name] - [School/Office Name] - [SDO] - CLAEL2026SCA

Step 3: Online Registration, Verification and Confirmation

A scanned copy or clear digital image of the validated deposit slip or transaction receipt must be uploaded through the online registration form. The CLASS Inc. Secretariat shall verify the deposit and transmit the official electronic registration

receipt and event entry confirmation pass to the email address provided in the registration form.

10. Immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Regional Director

Encl.: 2026 CLAEL Conference Program Matrix for School Counselor Associates
References: DepEd Order (No. 9, s. 2005); DepEd Order (No. 8, s. 2013); Republic Act No. 12080

To be indicated in the Perpetual Index under the following subjects:
CONFERENCES GUIDANCE OFFICIALS POLICY SCHOOLS TEACHERS

MSS/2026-CLAEL-Guidance-Conference
October 13, 2026

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION III
SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

A 3-Day Capacity-Building Program for School Counselor Associates

Theme: Every Learner Matters. Every School Counselor Associate Makes a Difference

Proposed Training Matrix | Target Participants: Newly Hired School Counselor Associates within Region 3
November 3-5, 2026
Lauz Event Center, San Fernando, Pampanga

NOV. 3, 2026 DAY 1 — UNDERSTANDING THE ROLE, THE LAW, AND THE SCHOOL SETTING

CORE MESSAGE: ***"Know the law. Understand the learner. Work within your role."***

This day establishes the legal, professional, and developmental foundations of the SCA role.

Time	Session / Topic	Key Content	Expected Output	Resource Person
8:00–8:30	Registration and Pre-Assessment	Training expectations; baseline knowledge	Completed pre-test	
8:30–9:00	Opening Program	Welcome; training objectives; expectations,	Shared expectations	
9:00–10:30 (1.5 hours)	**Session 1: The New Era of School-Based Mental Health in DepEd**	RA 11036 (Mental Health Act); RA 12080 (Basic Education Mental Health and Well-Being Promotion Act); role of the Mental Health and Well-Being Office	Understanding of the school-based mental health framework	Jona Kristen M. Valdez, OIC–Head, Learner Wellness Office, DepEd Central Office
10:30–10:45 (15mins)	Health Break			
10:45–12:00 (1.15 hours)	**Session 2: Building Safer Schools: School Violence Prevention, Early Identification, and Referral**	Legal and policy directions for SCAs; Revised IRR of RA 10627; DepEd Order No. 006, s. 2026; DM No. 090, s. 2025; DepEd Order No. 40, s. 2012	Legal Bases of Learner Rights and Protection	Atty. Gene Vincent B. Perez, Legal Officer III, SDO Olongapo City
12:00–1:00 (1 hour)	Lunch Break			
1:00–2:30 (1.5 hours)	**Session 3: The SCA Role Map**	Interim Guidelines on the Implementation of Guidance and Counseling Services; SCA functions; role boundaries; supervision and referral pathways	SCA Role Map	Millie Jane T. Fudolig, OIC–Assistant Head, Learner Wellness Office, DepEd Central Office
2:30–2:45 (15 mins)	Health Break			
2:45–4:15 (1.5 hours)	**Session 4: Career Guidance in Practice: Guiding SCAs in Implementing DepEd's Career Guidance Program**	RA 11206 (Secondary School Career Guidance and Counseling Act); career theories and practices; school-based career guidance	Career guidance approaches and practice ideas	Clarence S. Canton, RGC, Guidance Services Specialist, Youth Formation Division, DepEd Central Office
4:15 – 5:00 (45 mins)	**Open Forum**			

NOV. 4, 2026 DAY 2 — UNDERSTANDING LEARNERS, MENTAL HEALTH, AND SCHOOL SAFETY

CORE MESSAGE: ***"Recognize concerns early. Respond with care. Protect every learner."***

This day focuses on understanding today's learners and responding appropriately to inclusion, school violence, and suicide-related concerns.

Time	Session / Topic	Key Content	Expected Output	Resource Person
8:00–8:30 (30 mins)	Day 1 Review and Learning Check	Review of key concepts and questions, Pre-Test	Shared understanding	Program Management Team
8:30–10:00 (1.30 hrs)	**Session 5: Beyond the 21st-Century Learner: Understanding Today's Generations, Digital Lives, and Learner Needs**	Child and adolescent development; biopsychosocial perspective; developmental needs; diversity and inclusion; learner strengths and risk factors	Learner profile exercise	Dr. Shiela G. Hocson, PGCA Board Member and FEU Guidance Director
10:00–10:15 (15 mins)	Health Break			
10:15–12:00 (1.45 mins)	**Session 6: Building Pathways Towards Inclusion: From Disability Awareness, Family Empowerment and Lifelong Development**	Understanding learner differences and support needs; recognizing early signs without labeling; inclusive and strengths-based support	Inclusive learner-support considerations	Dr. Marie Grace Gomez Professor – Director University of the Philippines
12:00–1:00 (1 hour)	Lunch Break			
1:00–2:30 (1.5 hrs)	**Session 7: Tools, Techniques and Transformations: Practical Counseling Strategies and Assessment Tools for Effective Student Support**	Learner-support case plan containing the identified concern, appropriate helping strategy, selected assessment or information-gathering tool, documentation plan, and referral or follow-up action	Inclusive learner-support considerations	Dr. Marie Grace Gomez Professor – Director University of the Philippines
2:30–2:45 (15 mins)	Health Break			
2:45– 4:15 (1.5 hrs)	**Session 8: Understanding and Responding to Suicide Concerns**	Recognizing warning signs; responding to disclosures; immediate safety; supportive communication; escalation and referral pathways; documentation and follow-up	Suicide concern response and referral flow	Dr. Shiela G. Hocson, PGCA Board Member and FEU Guidance Director
4:15 – 5:00 (45 mins)	**Open Forum**			

NOV. 5, 2026 DAY 3 — PROFESSIONAL PRACTICE, RESEARCH, PARTNERSHIPS, AND WELL-BEING

CORE MESSAGE: ***"Use evidence. Build partnerships. Turn learner needs into meaningful action."***

This day brings together professional practice, evidence-informed planning, family partnerships, and sustainable support for learners and SCAs.

Time	Session / Topic	Key Content	Expected Output	Resource Person
8:30–10:00 (1.5 hours)	**Session 9: The SCA Journey: From Appointment to Purposeful Practice**	SCA role, scope, ethics and professional boundaries; qualities of an effective SCA; consultation, supervision and referral	Clear understanding of SCA roles, functions and duties	Marsha F. Mojica, RGC, SDO Olongapo City
10:00–10:15 (15 mins)	Health Break			
10:15–12:00 (1.45 hours)	**Session 10: The SCA as a Data-Informed Practitioner: Research, Planning, and Program Evaluation**	Research foundations; research ethics; needs assessment; identifying priorities; using data to plan programs; monitoring and evaluation	Research and program-planning exercise	Ma. Agatha Anne Guintu, Chair of Graduate Education Programs, Angeles University Foundation
12:00–1:00 (1 hour)	Lunch Break			
1:00–2:30 (1.5 hours)	**Session 11: Kaagapay Program: Understanding Parents' Role in Promoting Learner Rights, Protection, and Well-Being**	Family-school partnership; parents' roles in learner rights and protection; communication and collaboration; strengthening support systems	Parent-engagement action points	Ma-anne Escobedo, LRPD, DepEd Central Office
2:30-3:45 (1.15 hours)	**Home School Collaboration**	Building strong partnerships between the home and school in supporting learners' academic, social, emotional, and behavioral development.	Parent-engagement action points	Benedict N. Marin Philippine Alliance of Parent Officers and Parents for Collaborative Development Inc. (PAPDEV)
3:45 – 4:00 (15 mins)	Health Break			
400 – 5:00 (1 hour)	**Session 12: SCA Professional Wellness and Self-Care**	Compassion fatigue and secondary stress; professional boundaries; workload management; peer support; supervision; help-seeking and self-care	Personal wellness plan	Dr. Shiela G. Hocson, PGCA Board Member and FEU Guidance Director
5:00 – 5:30 (30 mins)	Post-Test, Commitment, and Training Evaluation	Post-test; key learning reflection; next steps	Completed post-test and SCA action commitment	
	Closing Program	Closing remarks and acknowledgment		