




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IX, Zamboanga Peninsula  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE  
Capitol Drive, Estaka, Dipolog City 7100

OFFICE OF THE DIVISION SUPERINTENDENT  
DIVISION OF ZAMBOANGA DEL NORTE  
**RELEASED**  
09 DEC 2016  
DATE: \_\_\_\_\_

**DIVISION MEMORANDUM**

NO. 464, s. 2016

TO : Public Schools District Supervisors  
Elementary/ Secondary School Heads  
Guidance Counselors/ Coordinators  
School Guidance Designates  
Secondary/ Elementary School Teachers  
Others Concerned

FROM :  **NATIVIDAD P. BAYUBAY, CESO VI**  
Officer In-Charge  
Office of the Schools Division Superintendent

SUBJECT : **FINAL SCHEDULE OF THE "THREE- DAY DIVISION TRAINING ON GUIDANCE AND COUNSELING SKILLS AND TECHNIQUES IN THE SCHOOL SETTING"**

DATE : December 8, 2016

1. This office finally announces the conduct of the **THREE- DAY DIVISION TRAINING ON GUIDANCE AND COUNSELING SKILLS AND TECHNIQUES IN THE SCHOOL SETTING** on **December 17- 19, 2016** at Barcelona Spring Farm, Barcelona, Dapitan City.
2. All secondary schools are requested to send **three (3) participants from every school** which includes the School Head/ SOIC, Guidance Counselor/ Designates and SSG Adviser. For the elementary, **three (3) schools from each district, central school and two (2) non- central schools** which will **send three (3) participants from each school** which include the School Head, Guidance Designates and SPG Adviser.
3. Arrival and registration of participants shall be done on December 17, 2016; however, participants from Baliguian, Siocon, Sirawai and Sibuco will be accommodated on December 16, 2016. The first meal to be served is AM snacks on the first day while the last meal is PM snacks on the last day and check- out time is expected at exactly 12:00 noon.
4. Participants are granted two (2) service credits for Saturday and Sunday attendance to the training.
5. Other provisions indicated in the Division Memorandum No. 418 still remain and in effect for the said activity.
6. Immediate dissemination of this memorandum is desired.