



Republic of the Philippines

Region VII, Central Visayas

Sudlon, Lahug, Cebu City



December 5, 2016

DIVISION MEMORANDUM

NO. 782, s. 2016

**SUBMISSION OF NAMES/LISTS OF HIGH SCHOOL GUIDANCE COUNSELORS
INCLUDING INTEGRATED SCHOOLS**

**TO: Public Schools District Supervisors/OICs
Secondary School Heads (Including Integrated Schools)
All Others Concerned**

1. The office hereby requests all **Public Schools District Supervisors/OICs** to submit the name/s of the **appointed/designated guidance counselor/s** of each secondary school/s located within the district including integrated schools as soon as possible for the upcoming Psychosocial Training to be funded by the Cebu Provincial Government.

2. **Guidance counselors/participants** should not be **above 55 years old**, if the guidance counselor of said secondary school is already 55 years old, PSDSs/OICs are advised to designate someone to attend for this training. Those who already attended this same kind of training are discouraged to attend, the district is hereby advised to designate somebody who has the capability to re-echo this training in his/her respective school/s.

3. For time efficiency the documents/data needed must be submitted via email at v_ybanez@yahoo.com. Please submit the names/file in Excel/Word format (sample attached) on or before **December 9, 2016 (Friday)**.

4. **Wide dissemination and strict compliance of this Memorandum is hereby directed.**


RHEA MAE A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

Sample

Date

LIST OF SECONDARY GUIDANCE COUNSELORS
District of _____

Family Name	First Name	Middle Initial	Age	Number of Years as Guidance Counselor	School/Address	Counselor's Contact No.
1. Dela Cruz	Juan	V.	54	3	Dalaguete NHS, Dalaguete, Cebu	09678968011

Name of District Supervisor/OIC
Contact/Cellphone No. _____

