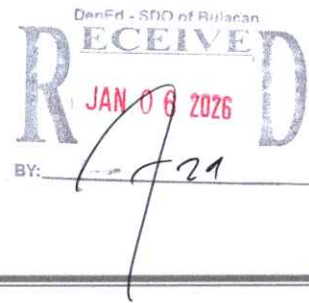




Republic of the Philippines
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January 5, 2026

DIVISION MEMORANDUM

No. 08 .s. 2026

**DIVISION CAPACITY BUILDING ON THE IMPLEMENTATION OF PROJECT
LIFE VEST: LIFELINE FOR VALUES, EMPOWERMENT, SUPPORT, AND
TRANSFORMATION**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary/HTs and OICs
All Others Concerned

1. In support of the Department of Education's thrust to strengthen learner well-being, guidance and counseling services, and values formation in schools, this Office hereby announces the implementation of **Project Life VEST: Lifeline for Values, Empowerment, Support, and Transformation, with the theme "Bridging Gaps, Building Support: A Strategic Response to Strengthen Student Guidance Services Across the Division"**. This activity shall be conducted on January 8-9, 2026, at 8 Waves Waterpark and Hotel, San Rafael, Bulacan, with the participation of Registered Guidance Counselors, Guidance Designates, GMRC District Advisers, Values Education Head Teachers, and other identified personnel.
2. This division-wide initiative seeks to address prevailing gaps in student guidance services, particularly the lack of standardized student handbooks, the uneven distribution of Registered Guidance Counselors (RGCs), and the limited opportunities for collaboration and psychosocial support among guidance personnel. **Project Life VEST** integrates Guidance and Counseling with GMRC and Values Education to ensure a holistic and values-centered approach to learner development.
3. The project shall be implemented through the following major components:
 - a. **Division-Wide Student Handbook** – development and implementation of a standardized handbook to ensure consistent communication of



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- student rights, responsibilities, values, and access to guidance and support services;
- b. **Clustering Scheme for Registered Guidance Counselors (RGCs)** – strategic deployment of RGCs to clustered schools without counselors to ensure equitable access to professional guidance services; and
 - c. **Quarterly “Kumustahan” and Technical Assistance Meetings** – conduct regular meetings to promote collaboration, capacity building, peer support, and continuous professional development among guidance personnel.
4. This Office reiterates the implementation of DepEd Order No.9, s. 2005 titled “Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.” Classes must remain uninterrupted, and concerned school heads are reminded that substitute teachers must be assigned to those teachers who will attend this capacity building.
5. The following are attached for reference and guidance:
Enclosure No. 1 - List of Participants
Enclosure No. 2 – Training Matrix
6. Expenses such as accommodation and meals shall be charged against the Division MOOE Fund while transportation and other incidental expenses relevant to the conduct of this activity shall be charged against the school MOOE or other local funds, subject to the usual accounting and auditing rules and regulations.
7. All concerned are enjoined to extend full support and cooperation to ensure the effective and successful implementation of this project.
8. This Memorandum shall serve as the travel authority for all participants.
9. Immediate dissemination and strict compliance with this Memorandum are hereby directed.



CECILIA E. VALDERAMA, PhD, CESO VI

Assistant Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 08 s. 2026

LIST OF PARTICIPANTS AND TWG

NO.	NAME	POSITION	STATION
Registered Guidance Counselors			
1.	Shane-Anne S. Dela Cruz	GC II	San Pedro NHS
2.	Roscel C. Pitong	GC I	Calumpit NHS
3.	Ireneo C. Dela Cruz	GC I	Calumpit NHS
4.	Rosalyn Q. Centeno	GC I	Dr. Felipe De Jesus NHS
5.	Jayson S. Hernandez	GC III	San Miguel NHS
6.	Emita R. Mendoza	GC II	Guiguinto NVHS
7.	Regina M. Merenciano	GC I	Guiguinto NVHS
8.	Crissalyn Joy D. Landayan	GC II	Guiguinto NVHS
9.	Nelly M. De Jesus	GC II	AFGBMTS
10.	Maan C. Aujero	GC III	AFGBMTS
11.	Andrea F. Bernabe	GC I	Prenza NHS
12.	Gina A. Asor	GC II	Prenza NHS
13.	Anita S. Ramos	GC II	Prenza NHS
14.	Rowena DR. Ajose	GC III	Balagtas NAHS
15.	Mary Jade F. Hernandez	GC I	Balagtas NAHS – Annex
16.	Maria Elena M. Domondon	GC I	Lolomboy NHS
17.	Marilen P. Paguio	GC I	Felizardo C. Lipana NHS
18.	Michael M. Santos	GC I	Felizardo C. Lipana NHS
19.	Maria Nina M. Mercado	GC II	Fortunato F. Halili NAS
20.	Gay S. Adriano	GC III	Fortunato F. Halili NAS
21.	Marissa S. Lachica	GC I	Pulong Buhangin HS
22.	Baby Linda C. Canlas	GC I	Minuyan NHS
23.	Jasmin G. Maranan	GC I	Parada NHS
24.	Jesusa M. Principe	GC I	Norzagaray NHS
Values Education Head Teachers			
25.	Jo-Ann S. Guansing	HT-I NASH	Dr. Felipe De Jesus NHS
26.	Bernadette G. Seminiano	HT- III	Virginia Ramirez NHS
27.	Maria Valencia F. Talha	HT-III NASH	Fortunato F. Halili NAHS
28.	Aurora S. Tamio	HT-III	San Miguel National HS
29.	Mary Jane S. Malapitan	HT-III NASH	Carlos F. Gonzales HS



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30.	Eleonor C. Sinocruz	HT-II NASH	Prenza National HS
31.	Wilma P. Benedicto	HT-V	AFG Bernadino NTS
32.	Arminda M. Valmocina	HT-III	San Ildefonso NHS
33.	Lotis P. Martin	HT-I	Vedasto R. Santiago NHS
34.	Donnabelle G. Cruz	HT-III	Norzagaray NHS
35.	Edlyn DC Santiago	OIC-HT I	Felizardo Lipana NHS
36.	Jonah Rose M. Vistal	T-III	Pulong Buhangin NHS
37.	Jonalyn Perez	OIC-NASH	Kambubuyugan ES

GMRC District Coordinators

38.	Sharlmilla Andres	HT-I	Balagtas District
39.	Daria D. Cadorna	ASP II	San Miguel Central District
40.	Vilma S. Cabigao, EdD	P-I	Paombong District
41.	Editha R. San Pedro	HT-II	DRT District
42.	Marites G. Orteza	P-II	San Miguel North District
43.	Lourdes C. Marcelo	P-III	Bulakan District
44.	Evelinda C. Santos	P-III	Norzagaray West District
45.	Maricel G. Santiago, EdD	P-IV	Sta. Maria Central District
46.	Susan B. Custodio	HT-III	Calumpit North District
47.	Rufina DC. Dela Cruz	P-III	Bocaue District
48.	Michael V. Guinto	HT-III	Guiguinto District
49.	Edna M. Soriano	HT-I	Norzagaray East
50.	Geraldine L. Palay	T-III	Marilao North District
51.	Ma. Teresa S. Santos	P-II	Pulilan District
52.	Evermina S. Santos	P-I	Bustos District
53.	Marites S. Ramos	P-III	Hagonoy East
54.	Rosario A. Goleña	HT-I	Hagonoy West
55.	Leopoldo A. Ignacio Jr.	P-I	Pandi North District
56.	Natalia C. Bareng, PhD	P-I	San Miguel South District
57.	Marcelo A. Jacinto Jr.	P-I	Pandi South District
58.	Thelma D. Juliano	P-I	Marilao South District
59.	Marilyn H. Anzures	HT-II	Obando District
60.	Mary Ann R. Guansing	HT-II	San Ildefonso North District
61.	Janice C. Garcia	HT-III	San Rafael West District
62.	Angelina S. Valmocena	P-I	San Rafael East District
63.	Lolita SD. Pascual	P-II	Sta Maria East District



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64.	Noemi V. Dela Cruz	P-II	Plaridel District
65.	Bernadith E. Cruz	HT-III	San Ildefonso South District
66.	Josielyn M. Sta Rita	P-I	Calumpit South District
67.	Ma. Gina M. Del Rosario	P-I	Angat District
68.	Sheila Marie DR. De Silva	P-I	Sta. Maria West
Designated Guidance Teachers			
69.	Joselito Y. Sioson		Doña Candelaria Meneses Duque NHS
70.	Alexander M. Villaluz		Talipit National High School
71.	Mathusalem T. Agustin		San Francisco Xavier High School
72.	Richie Rey J. Yap		Romeo Acuña Santos Memorial HS
73.	Blanca D. Mateo		Gen. Gregorio del Pilar IS
74.	Sean Michael B. Samaniego		Gen. Gregorio del Pilar IS
75.	Ninia A. Natividad		Sta. Lucia High School
76.	RGC		Calumpit NHS
77.	Rowena C. Balmaceda		Caniogan High School
78.	Geraldine M. de Vera		Frances National High School
79.	Zhaina Maria E. Cailles		San Miguel-Meysulao High School
80.	Mercedita R. de Jesus		Iba National High School
81.	Leilani B. Cabigao		Ramona S. Trillana HS
82.	RGC		San Pedro National High School
83.	Gloria C. Benedicto		Sta. Monica National High School
84.	Ma. Leilani M. Nuqui		Kapitangan National High School
85.	Veronica Edna G. Surio		San Roque National High School
86.	Vryant Aleck C. Aguilar		Sta. Cruz NHS
87.	Baby Roscel P. Bautista		Pinalagdan High School
88.	Jeck R. Mendoza		Dampol 2nd National High School
89.	Cecelia D. San Pedro		Sta. Peregrina HS
90.	Arnold N. Batongbacal		Bajet-Castillo High School
91.	Maritess R. Santos		Engr. Virgilio V. Dionisio MHS
92.	RGC		Dulong Malabon IS
93.	Janice G. Mag-isa		Inaon IS
94.	RGC		Teodoro Evangelista Mem. HS
95.	Imelda T. Jacinto		Alexis G. Santos National HS
96.	Mary Ann C. Renon		Cambaog NHS



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97.	Nerinissa R. De Leon	Aguinaldo J. Santos NHS
98.	Eleonor L. Lopez	Dr. Pablito V. Mendoza, Sr. HS
99.	Dulce D. Domingo	Jose J. Mariano MHS
100.	RGC	Dr. Felipe De Jesus NHS
101.	Reymart C. San Diego	Bulihan High School
102.	RGC	Dampol 1st National High School
103.	Elsa T. Hilario	Jaime J. Vistan High School
104.	Josephine M. Manalad	Banga High School
105.	Cristina C. Tiangco	Laura De Leon Halili HS
106.	Lyn S. Delos Santos	Sapang Bulac High School
107.	Ma. Arbina D. Aratan	Talbak High School
108.	Amaya S. Tobias	Esteban Paulino HS
109.	Alexis T. Caras	Kalayakan High School
110.	RGC	Pinag-anakan Integrated School
111.	Evangeline C. Victoria	Calawitan NHS
112.	Lorena N. Manalastas	Akle HS
113.	Grace Alvin M. De Guzman	San Ildefonso NHS
114.	Leilani A. Supan	Gabihan High School
115.	Leslie C. Salvador	Upig High School
116.	RGC	Sta. Catalina Bata NHS
117.	Rolando L. Delos Santos, PhD	San Miguel NHS
118.	Princess Joy G. Galceran	Partida National HS (San Miguel NHS - Partida HS)
119.	Donnabell F. Barlaos	John J. Russell MHS
120.	Maricel D. Hernandez	Vedasto R. Santiago HS
121.	Jessa R. Sto Domingo	Emilia Perez Ligon HS
122.	Julieta N. Alvarez	Carlos F. Gonzales High School
123.	Ellen C. Castillo	San Rafael Nat'l Trade School
124.	Amancio G. Diaz, Jr.	Maronquillo National High School
125.	Aurora G. Parumog	Salapungan NHS
126.	Mary Joyce S. Belleza	Lydia D. Villangca Trade School
127.	RGC	Assemblywoman Felicita G. Bernardino Memorial Trade School
128.	RGC	Prenza NHS
129.	Jessel T. Apolinar	Heritage Homes Integrated School



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130.	RGC		Marilao Central Integrated School
131.	Ma. Christine S. Gabriel-Pangan		Obando NHS
132.	Jeddy J. Sinsuan		Obando School of Fisheries
133.	RGC		Balagtas National Agricultural HS
134.	James Roy A. Magdaong		Gat. Francisco Balagtas HS
135.	RGC		Lolomboy National HS
136.	Rosmelinda A. De Leon		Taal High School
137.	Maria Cristina V. Carballo		Illuminada Roxas-Mendoza MHS
138.	Monaliza S. Mendoza		Batia High School
139.	Marilen P. Paguio		Felizardo C. Lipana NHS
140.	RGC		Guiguinto NVHS
141.	Lolita M. Laderas		Tiaong NHS
142.	Alfredo L. Bautista		Guiguinto NVHS-ANNEX
143.	Jacquilou A. Lomot		Bunsuran NHS
144.	Gabrielle Maxine SJ. Ruiz		Masagana HS
145.	Sienna Marie S. Morales		Virginia Ramirez-Cruz NHS
146.	Jhoanna S.J Sanguyo		Mapulang Lupa High School
147.	RGC		Balagtas NAHS-ANNEX
148.	Marilyn E. Labong		Pinagkuartelan Integrated School
149.	Winnie S. De Guzman		Binagbag NHS
150.	George Aryan C. Dela Vega		Angat HS
151.	Mary Rose DL. Cruz		Pres. Diosdado Macapagal MHS
152.	Oliver V. De Leon		Angel M. del Rosario HS
153.	Baby Linda C. Canlas		Minuyan National High School
154.	Eric G. Fullido		National Power Corporation H.S.
155.	Jesusa M. Principe		Norzagaray National High School
156.	Rosalina B. Dela Cruz		North Hills Village High School
157.	Estrelita G. De Mesa		FVR National High School
158.	Rosalie A. Fermin		Julian B. Sumbillo High School
159.	Rosalee L. Legaspi		Matictic Integrated School
160.	RGC		Parada NHS
161.	RGC		Pulong Buhangin NHS
162.	Monina R. Paculan		Sta. Maria National High School
163.	Dibrales M. Jaron		Catmon HS



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164.	Erham T. Haramain Jr.		F.F. Halili NAS Annex
165.	Daiseree DR. Salvador		Sta. Cruz High School
166.	Samantha A. Pangilan		F.F. Halili NAS-Cay Pombo Annex
167.	Mericar M. Magdalena		San Gabriel National High School
168.	Jennifer O. Daguman		PDO 1-SGOD-Youth Formation
169.	Ivan P. Bodoso		OSDS/Legal Unit
170.	Evelyn C. Austria		Carlos F. Gonzales High School



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Enclosure No. 2 to Division Memorandum No. ____s. 2026

Program Matrix

DAY 1: FOUNDATIONS, PREVENTION & FIRST RESPONSE

Time	Session Title & Resource Person	Detailed Session Objectives	Methodology
8:00 – 8:30	Registration & Opening Program TWG	–To formally commence the training. – To set a collaborative tone and outline the workshop’s goals and expected outcomes.	Opening remarks, orientation
8:30 – 10:00	1. Project Life VEST: Lifeline for Values, Empowerment, Support, and Transformation, with the theme “Bridging Gaps, Building Support: A Strategic Response to Strengthen Student Guidance Services Across the Division.” a. Division-Wide Student Handbook b. Clustering Scheme for Registered Guidance Counselors (RGCs) c. Quarterly “Kumustahan” and Technical Assistance Meetings Speaker: Eleseo E. Godoy, PhD EPS-SDO Bulacan	– To identify key provisions of DO 40, s. 2012, RA 7610, RA 9344, and RA 11313. – To explain the legal duties and liabilities of school personnel in child protection. – To locate relevant policies for specific scenarios (e.g., abuse, bullying, discrimination). – To address prevailing gaps in student guidance services, particularly the lack of standardized student handbooks, the uneven distribution of Registered Guidance Counselors (RGCs), and the limited opportunities for collaboration and psychosocial support	Lecture, case analysis, Q&A



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		among guidance personnel.	
10:00 – 10:15	Morning Break		
10:15 – 12:00	2. From Punishment to Growth: Positive & Restorative Practices Speaker: Gina A. Asor, <i>RGC II, Prenza NHS</i>	– To differentiate between punitive and positive discipline approaches. – To demonstrate at least two restorative communication techniques. – To formulate a classroom strategy that promotes accountability and repairs harm.	Interactive lecture, role-play, group discussion
12:00 – 1:00	Lunch Break		
1:00 – 2:30	3. First Response: Para-counseling & Psychological First Aid (PFA) (PFA-trained) Speaker: Joerlin De Guzman <i>Principal II, Binuangan ES</i>	– To apply the core principles of PFA (Look, Listen, Link) in crisis situations. – To practice basic para-counseling skills (active listening, calming techniques). – To recognize limits of para-counseling and identify when to refer.	Demonstration, paired simulations, debriefing
2:30 – 3:30	4. Mental Health & Suicide Prevention (RACE Framework) Speaker: Maria Nina M. Mercado	– To recognize warning signs of emotional distress and suicide risk. – To apply the RACE (Recognizing, Assessing, Convincing,	Case studies, template practice, guided role-play



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	RGC II, Fortunato F. Halili National Agricultural High School	Entrusting) protocol in scenario-based exercises. – To complete a basic safety plan using DepEd-recommended tools (e.g., C-SSRS).	
3:30 – 3:45	Afternoon Break		
3:45 – 5:00	5. Creating Safe Spaces: Bullying & Harassment Prevention Speaker: Maria Elena M. Domondon <i>RGC I, Lolomboy NHS</i>	– To define bullying, cyberbullying, and gender-based harassment as per DepEd and legal definitions. – To analyze risk factors and effects on learners. – To design a step-by-step school-level intervention for a bullying case.	Lecture with video prompts, small group workshop
5:30	Day 1 Wrap-up <i>Facilitator</i>	– To synthesize key takeaways from Day 1 – To address clarifications and prepare for Day 2.	Large group recap, Q&A

DAY 2: PROCEDURES, SYSTEMS & SUSTAINABILITY

Time	Session Title & Resource Person	Detailed Session Objectives	Methodology
8:00 – 8:30	Day 1 Recap & Energizer <i>Facilitator</i>	– To review core concepts from Day 1 – To re-engage participants through a brief reflective activity.	Quick review, participatory icebreaker



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8:30 – 10:00	1. Identifying & Escalating Risk: Assessment & Referral Protocols Speaker: Michael M. Santos, GC I, <i>Felizardo C. Lipana High School</i>	– To correctly utilize DepEd intake and risk assessment forms. – To map the referral flow from school to CPC to LSWDO/other agencies. – To apply confidentiality and sensitivity protocols during referral.	Hands-on form filling, flowchart exercise, discussion
10:00 – 10:15	Morning Break		
10:15 – 11:15	2. Specialized Handling: CAR & CICL Cases Speaker: Jayson S. Hernandez <i>RGC III, San Miguel National High School</i>	– To distinguish between Children-at-Risk (CAR) and Children in Conflict with the Law (CICL). – To explain the required coordination with LSWDO, PNP, and Bahay Pag-asa. – To outline the steps for documentation and follow-up for CAR/CICL cases.	Scenario analysis, speaker presentation, Q&A
11:15 – 12:15	3. Ethics in Action: Recording, Confidentiality & Reporting Speaker: Myra B. Generoso, RPM, <i>RGC—Dampol 1st National High School</i>	– To demonstrate proper incident documentation that is factual, objective, and secure. – To apply data privacy principles (RA 10173) in handling student records. – To identify mandatory reporting situations and the	Case-based writing exercise, checklist review, legal briefing



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		ethical process for disclosure.	
12:15 – 1:00	Lunch Break		
1:00 – 2:30	4. Building the Safety Net: Community Engagement & Stakeholder Roles Speaker: <i>Division Guidance Supervisor / Local Social Welfare Officer</i>	– To identify key external stakeholders (parents, LSWDO, NGOs, etc.) and their roles. – To plan a coordination meeting agenda for a multi-agency case conference. – To develop a simple advocacy message for child protection in the community.	Role-play (simulated case conference), group planning activity
2:30 – 2:45	Afternoon Break		
2:45 – 5:00	5. Sustaining the Helper: Self-Care & Professional Resilience Speaker: Jaime Tugade, PhD., RGC, CESE <i>OIC, ASDS SDO Bulacan</i>	– To recognize signs of burnout, compassion fatigue, and vicarious trauma. – To practice at least three self-care strategies applicable in the school setting. – To propose a peer support structure within their school or district.	Reflective exercise, technique demonstration, small group sharing
5:00 – 5:30	Closing Program: Commitment to Action <i>Division Representative / Program Lead</i>	– To integrate learning from both days into a personal action plan. – To certify participation and formally conclude the training.	Action plan worksheet, certificate distribution, closing remarks