



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Mandaluyong Avenue, Pasig City

OFFICE OF THE SECRETARY

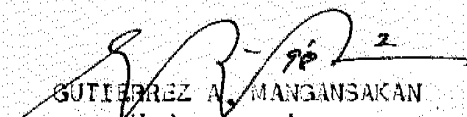
April 23, 1998

DECS MEMORANDUM
No. 170, s. 1998

GUIDELINES ON THE CONDUCT OF TRAINING ON THE REVITALIZED
HOMEROOM GUIDANCE PROGRAM (RHGP)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Superintendents

1. In view of the institutionalization of the Revitalized Homeroom Guidance Program (RHGP) in SY 1998-1999, guidelines on the conduct of training at the regional, division and school levels are inclosed (Inclosure No. 1).
2. Inclosures Nos. 2 and 3 contain the RHGP Training Scheme at the different levels and the roles of the Regional/Division Level Trainers (RDLT) Teams and the School-Level Trainers Teams, respectively.
3. The RDLT Teams are expected to submit a training report to the DECS regional offices one week after the training and to the Bureau of Secondary Education (BSE) two weeks after the training.
4. Transportation, board and lodging, and other incidental expenses of participants and resource persons shall be charged against local funds subject to its availability and the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is expected.


GUTIERREZ A. MANGANSAKAN
Undersecretary
Officer-In-Charge

Incls.: As stated
Reference: DECS Memorandum: (No. 53, s. 1998)
Allotment: 1--(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

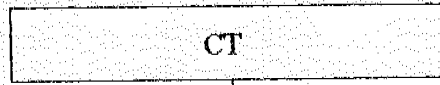
RULES & REGULATIONS
TRAINING PROGRAMS

**GUIDELINES ON THE CONDUCT OF TRAINING ON THE REVITALIZED
HOMEROOM GUIDANCE PROGRAM (RHGP) AT THE REGIONAL, DIVISION,
AND SCHOOL LEVELS**

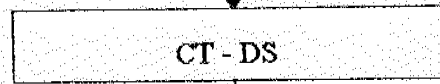
1. The training designs to be implemented at the regional and division levels are those mapped out during the National Training of Division Supervisors as RHGP Trainers held in Baguio City on March 1 - 7, 1998 (DECS Memorandum No. 53, s. 1998). Refinements may be made based on the needs of the participants and the conditions at these levels.
2. The DECS Division Offices (DOs) in coordination with the Regional Offices (ROs) and the Division Leader Schools (DLSs) will reproduce the RHGP Resource Manual which was distributed to the Core Trainers and Division Supervisors during the training in Baguio City. This will be used in the Regional, Division, and School Level training.
3. The RHGP Regional/Division Level Trainers (RDLT) Team shall be composed of the RHGP Core Trainers, in partnership with the Division Supervisors in charge of Values Education and Guidance who attended the trainers' training in Baguio City. The School Level Trainers (SLT) Team shall be composed of Core Trainers, Division Supervisors, and the Class/Homeroom Advisers trained at the Division Level.
4. The RHGP Core Trainers, in coordination with the Division Supervisors, shall take a direct hand in the design, implementation, and monitoring of the training at the different levels. They shall serve as resource persons and facilitators during the training at these levels.
5. Participants of the Division Level training are high school teachers who will serve as Class/Homeroom Advisers in SY 1998-1999. They must have the following qualifications: (a) have been class/homeroom advisers for two school years, (b) have good working relationships, (c) have served as resource persons or facilitators in a training program, and (d) have the physical stamina to withstand the rigors of training. Each school shall be represented by four Class/Homeroom Advisers, one for each curriculum year.
6. If fifty percent (50%) or more of the Division Supervisors in a particular region failed to attend the training in Baguio City, a training at the regional level (Phase 2, Follow-up) should be conducted.
7. The training at the Division and School Levels may be conducted in batches based on the number of Class/Homeroom Advisers in the different schools.
8. Principals must attend the sessions in the Division or School Level training where the conceptual framework, history, and implementation guidelines of the RHGP will be discussed. This will provide them with a common perspective with which to implement, supervise, and monitor the RHGP.

**RHGP TRAINING SCHEME AT THE NATIONAL, REGIONAL, DIVISION,
AND SCHOOL LEVELS**

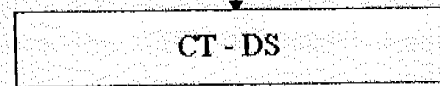
Phase 1
National Level



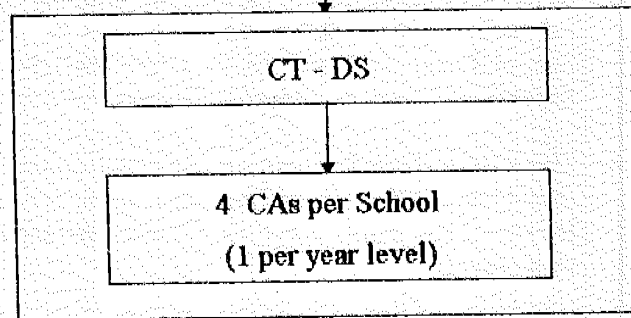
Phase 2
National Level



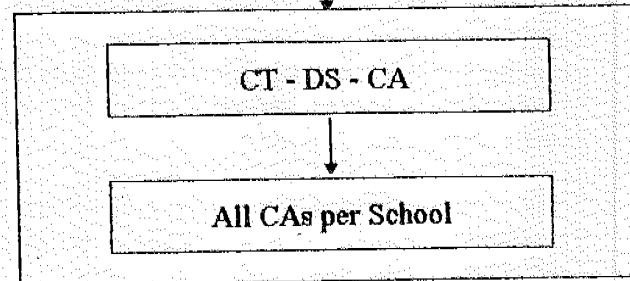
Phase 2 (Follow-up) *
Regional Level



Phase 3
Division Level



Phase 4
School Level



CT - Core Trainer
DS - Division Supervisor
CA - Class/Homeroom Adviser

* To be conducted in regions where 50% or more of the Division Supervisors failed to attend the training in Baguio City (DECS Memorandum No. 53, s. 1998).

**ROLE OF THE REGIONAL/DIVISION LEVEL AND SCHOOL LEVEL
TRAINING TEAMS**

1. Draft and disseminate memorandum on the training
2. Formulate training design and tasks of team members
3. Prepare session guides, worksheets, and other training materials
4. Reproduce Resource Manual, worksheets and other training materials
5. Facilitate plenary/group sessions and workshops particularly relating to the implementation of the RHGP (i. e., Implementation Guidelines, Issues and Concerns, Grading System)
6. Respond to issues and concerns that may be raised by the participants during the training
7. Conduct training activities and see to it that these are on schedule and are being carried out according to plans and tasks
8. Review the training designs and action plans and/or other outputs of participants prior to submission
9. Call meetings that may be necessary before, during, and after the training (e. g., briefing, debriefing, cliniquing sessions)
10. Administer a training evaluation instrument
11. Submit a training report to the DECS Regional Offices one week after the training and to the Bureau of Secondary Education (BSE) two weeks after the training
12. Attend to other tasks that may be necessary for the success of the training and the implementation of RHGP