Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

August 13, 2026

DIVISION MEMORANDUM
No. 469, s. 2026

INVITATION TO THE CERTIFICATE COURSE IN GUIDANCE AND COUNSELING BY ST. PAUL UNIVERSITY MANILA

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
All Other Concerned

1. The Department of Education – Schools Division Office of Pampanga, through the School Governance and Operations Division – Learner Formation Unit, hereby announces the **Certificate Course in Guidance and Counseling offered by St. Paul University Manila**.

2. The aforementioned academic offering is an **18-unit certificate program** specifically designed to capacitate education professionals in the implementation of responsive school-based guidance and mental health programs. Applicants must hold a bachelor's degree from a Philippine higher education institution recognized by the Commission on Higher Education (CHED). To accommodate the schedules of working professionals, the coursework will be delivered through an online modality, utilizing both synchronous and asynchronous sessions on weekends. The course will commence on **September 5, 2026, and conclude in December 2026**.

3. The comprehensive curriculum is distributed across essential disciplines, comprising the following modules:

   - Foundations of Guidance and Counseling
   - Counseling Theories, Tools and Techniques
   - Psychological Assessment
   - Organization and Administration of Guidance Services
   - Group Process and Program Development
   - Career Development and Counseling

Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
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4. Completion of this institutional program strictly aligns with the competency requirements for the School Counselor Associate position, as stipulated under **CSC Resolution No. 2600920**. Furthermore, it serves as a definitive pathway for educators pursuing further administrative studies or official licensure in the field of Guidance and Counseling.

5. For technical details, documentary requirements, and structured payment schedules, interested individuals are directed to coordinate directly with **St. Paul University Manila** through the following official channels:

   - **Admissions Portal: https://college.spumanila.edu.ph/**
   - **Email: admissions@spumanila.edu.ph**
   - **Contact Number: (0917) 162 2910**

6. Should you have any questions or require further assistance, please do not hesitate to contact **Ms. Chesca Marie M. Soliman**, Division Learner Formation Coordinator, via email at **chescamarie.soliman@deped.gov.ph** or by phone at **961-52-62**.

7. Widest dissemination of this Memorandum is earnestly desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

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