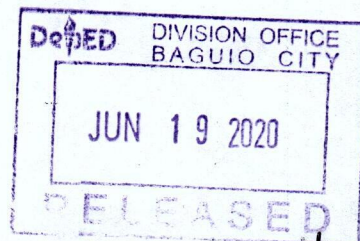




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



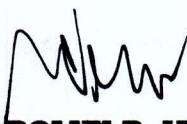
29 May 2020

Office of the Schools Division Superintendent
SCHOOLS DIVISION MEMORANDUM 249, s. 2020

**CORDLESS CARE: AN E-COUNSELONG PROGRAM
FOR BAGUIO CITY LEARNERS**

To: **All Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
Public and Private Registered Guidance Counselors
Learners and Parents in Baguio City
Others Concerned**

1. Republic Act 9258 otherwise known as *Guidance and Counseling Act of 2004*, defines the guidance and counseling as the *use of an integrated approach to the development of a well-functioning individual (Section 3)*.
2. The demands of the VUCA (volatile, uncertain, complex, and ambiguous) world and the distressful effects of the current pandemic crisis have screwed the government policies and systems across sectors of the government. Consequently, there is a need to set-up a mechanism to ensure that learners are given psychosocial support. Thus, SDO Baguio City is offering the **Cordless Care** as a long-term e-counseling program for all Baguio City learners both from public and private schools
3. All Registered Guidance Counselors (RGCs) in the public schools of SDO Baguio City are automatically listed in the Pool of Registered Guidance Counselors. Further, RGCs from private schools are highly encouraged to register as volunteers. Link for registration for both public and private RGCs is at ***bit.ly/2ZHbY8d***.
4. **The e-counseling is expected to commence for all Baguio City learners on 24 July 2020. Platforms to reach the RGCs will be announced at a later date.**
5. Enclosure 1 of this Memorandum is the indicative framework and schedule of activities. Any adjustment on the schedules and activities will be coordinated accordingly.
6. Immediate and wide dissemination of this Memorandum is required.


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INDICATIVE FRAMEWORK AND SCHEDULE OF ACTIVITIES

PROCESS OWNER	INPUT	PROCESS	OUTPUT	OUTCOME	TIMELINE
GC Division Coordinator on Professional Matters	Inputs for the terms of reference, guidelines, and schedules	Consultative Meeting via Zoom platform	Terms of reference, guidelines, and instructions	Defined terms of reference, guidelines, instructions and schedules	26 June 2020 9:30 PM onwards
Pool of RGCs GC Division Coordinator on Professional Matters	Schedule of counseling sessions	Google form	Pool of RGCs with schedule	Clients can choose among RGCs on a specific time for counseling session	29 and 30 June 2020
	Final briefing on the terms of reference, guidelines, and scheduling	Orientation via Zoom platform	e-Counseling Manual	Oriented and equipped RGC volunteers	6 July 2020 9:00 AM-11:00 AM
	First Upskilling the RGC Volunteers in the new normal	Zoom platform	Sample e-anecdotal, counseling forms, among others	Provided psychosocial support to target learners	15 to 17 July 2020 9:30 AM – 4:00 PM
Client	Walk-in or referral e-counseling	Counseling session (1 hour maximum)	-	Personal mental health and wellness	24 July 2020 onwards 8:00 AM - 6:00 PM Daily

