



Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 861 s. 2026

**DOWNLOADING OF FUNDS FOR THE CAREER GUIDANCE PROGRAM  
SCHOOL-BASED TRAINING FOR CAREER ADVOCATES (CGP-SBTCA)**

To: Schools Division Superintendents

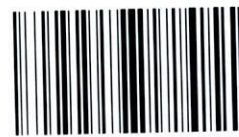
1. Consistent with the recently conducted **Career Guidance Program – School-Based Training for Career Advocates (CGP-SBTCA)**, this Office informs the field that funds shall be downloaded to the Schools Division Offices (SDOs) to reimburse the per diem and other incidental expenses incurred by participants during the training held on **June 23–28, 2026**, at **Hotelinda Suites, Vigan City, Ilocos Sur**.
2. Upon receipt of the downloaded funds, each participating Schools Division Office shall release **Three Thousand Five Hundred Pesos (Php 3,500.00)** to every participant who attended the said training to reimburse the per diem and other incidental expenses incurred during the activity, subject to existing government budgeting, accounting, auditing, and other applicable rules and regulations.
3. Attached is the Implementing Guidelines on the Conduct of the Career Guidance Program – School-Based Training for Career Advocates.
4. Be guided accordingly.

**ESTELA P. LEON-CARIÑO, EdD, CESO III**  
Director IV / Regional Director

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

ALLOCATION  
ALLOTMENT  
BUDGET  
FUNDS  
TRAINING PROGRAMS  
TRAVEL

ESSD/sqc/dcn/dsp/RM\_Downloading-Of-Funds-SBTCA  
July 7, 2026



ESSD260581



Republika ng Pilipinas  
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS  
BUREAU OF LEARNER SUPPORT SERVICES  
School Health Division | School Sports Division | Youth Formation Division

Office of the Undersecretary for  
Curriculum and Teaching  
**RECEIVED**  
Date: 12-11-24 Time: 4:30  
DMS No.: By: Cat  
60-BLSS-2024-10-145

MEMORANDUM

DM-OASOPS-2024-11 - 604

FOR : **WILFREDO E. CABRAL**  
Undersecretary for Human Resource and Organizational Development

**DR. GINA O. GONONG**  
Undersecretary for Curriculum and Teaching

**ANNALYN M. SEVILLA**  
Undersecretary for Curriculum and Teaching

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

**MALCOLM S. GARMA**  
Assistant Secretary, Officer-In-Charge,  
Office of the Undersecretary for Operations

FROM : **DR. DEXTER A. GALBAN**  
Assistant Secretary for Operations

SUBJECT : **IMPLEMENTING GUIDELINES ON THE CONDUCT OF THE  
CAREER GUIDANCE PROGRAM SCHOOL-BASED TRAINING OF  
CAREER ADVOCATES (SBTCA)**

DATE : November 27, 2024

The Department of Education (DepEd) **Career Guidance Program (CGP)** being supervised and managed by three (3) strands<sup>1</sup> – Operations through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), Curriculum and Teaching through the Bureau of Curriculum Development (BCD), and Human Resource and Organizational Development through the National Educators' Academy of the Philippines (NEAP) — have been implementing training and assessment of career advocates in the field in fulfillment of DepEd's commitment to the Asian Development Bank (ADB) under the Secondary School Education Program. This commitment ensures that at least 50% of DepEd secondary schools will have two teachers, preferably one male and one female, who are trained, certified and designated as Career Advocates.

This year's key target is for DepEd field counterparts to conduct the **Career Guidance Program (CGP) School-Based Training of Career Advocates (SBTCA)** on or before the 1<sup>st</sup> to 2<sup>nd</sup> quarter of Fiscal Year (FY) 2025. Thus, the NEAP through its Human Resource Development (HRD) Funds has allocated a total amount of **Sixty Million Pesos (P60,000,000.00)** for the nationwide roll-out of the training, part of

<sup>1</sup> Department of Education (DepEd) Order No. 01, s. 2023, and Office of the Undersecretary for Operations (OUOPS) Memorandum No. 2023-03-8149, titled "Revised Designation of Undersecretaries and Assistant Secretaries" and Office of the Undersecretary for Operations (OUOPS) Memorandum No. 2023-03-8149, "Guidelines on the Supervision Implementation of the DepEd Career Guidance Program for School Year 2023-2024."

the amount will be distributed to all regions through downloading of program support funds (PSF).

To provide clear guidance for the Regional Offices in the effective utilization of the PSF in accordance with existing DepEd policies and to ensure the successful implementation of the said training, enclosed in this Joint Memorandum are the implementing guidelines.

For more information, questions, or concerns on the abovementioned subject, please contact the BLSS-YFD through email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph) and/or NEAP through email at [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph)

For immediate dissemination and compliance.

**IMPLEMENTING GUIDELINES ON THE CONDUCT OF THE CAREER GUIDANCE PROGRAM SCHOOL-BASED TRAINING OF CAREER ADVOCATES (SBTCA)**

**I. Rationale**

1. The **Career Guidance Program (CGP)** is designed to help learners explore their choices and make responsible decisions relevant to career pathing. These include planning for their track and strand for Senior High School, choosing their curriculum exits and planning for their future.
2. Under Department of Education (DepEd) Order No. 001 s. 2023, titled "Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Authorities," the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), the Curriculum and Teaching-Bureau of Curriculum Development (CT-BCD) and the National Educators' Academy of the Philippines (NEAP), collaborated for the implementation of the CGP specifically for the training and assessment of career advocates. This is also highlighted in the disseminated joint memorandum, OUOPS No. 2023-03-8149 titled, "Guidelines on the Supervision and Implementation of the DepEd Career Guidance Program for School Year 2023-2024".
3. As stated in the abovementioned memorandum, the BLSS-YFD shall supervise the CGP-related activities, BCD shall provide quality content for the said program, and NEAP shall lead the training design and delivery of the certification process for the Career Advocates, including but not limited to the conduct of professional training, assessment, and certification process of teachers and other participants on the CGP to maintain the training standards and quality of delivery. One of the goals of these three bureaus towards effectively implementing and delivering the CGP's intended outcomes, is the achievement of Asian Development Bank (ADB) Secondary School Education Program (SESP) Disbursement-linked Indicator (DLI) 3.3 (i.e., at least 50% of DepEd secondary schools have two teachers (preferably 1 male, 1 female) trained, certified and designated as career advocates) by providing technical assistance in the preparation of a Career Guidance Framework and setting a certification process for career advocates, including the design of the requisite training and its plan.
4. To achieve the goal of having Career Advocates in **48,000 public secondary schools**, the DepEd, through these three bureaus is taking a strategic first step by implementing the **Career Guidance Program (CGP) Training**. Thus, this training will be conducted through the **School-Based Training of Career Advocates (SBTCA)**, scheduled for the **1<sup>st</sup> to 2<sup>nd</sup> Quarter of Fiscal Year (FY) 2025**. This initiative aims to equip teachers with the necessary skills and knowledge to effectively guide our learners in their career choices, ensuring that every school has a dedicated advocate to support learners' career development.

## II. Legal Bases

1. Republic Act (RA) No. 10533, also known as the **"Enhanced Basic Education Act of 2013,"** states that the State is mandated to create a functional basic education system that develops productive and responsible citizens equipped with the essential competencies, skills, and values for tertiary education, middle-level skills development, employment, entrepreneurship, and lifelong learning.
2. Section 17 of the same Implementing Rules and Regulations (IRR) of RA 10533 mandates the DepEd, together with the Department of Labor and Employment (DOLE), Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), Professional Regulation Commission (PRC), National Youth Commission (NYC), industry associations, professional associations, and other relevant stakeholders, to provide programs that expose the students to the world and value of work and develop the capability of career counselors and advocates to guide the learners and equip them with the necessary life skills and values.
3. Section 4 of RA No. 11206, also known as the **"Secondary School Career and Counseling Act,"** affirms the creation of a National Secondary School Career Guidance and Counseling Program (CGCP) to be administered by the DepEd which shall be implemented in all public and private secondary education institutions and shall start at the Grade 7 level.
4. Undergoing the said program, Section 9 of the RA No. 10533 also known as the **"Enhanced Basic Education Act of 2013,"** the DepEd, in coordination with the DOLE, the TESDA and the CHED, shall regularly conduct career advocacy activities for secondary level students.
5. Notwithstanding the provision is aligned with Section 27 of RA No. 9258, otherwise known as the "Guidance and Counseling Act of 2004," which states that career and employment guidance counselors who are not registered or licensed with PRC shall be allowed to conduct career advocacy activities to secondary level learners at the school where they are currently employed, provided that they undergo a training program to be developed or accredited by the Department.

## III. Scope

1. These guidelines shall provide the rules for the release, allocation, utilization, and liquidation/reporting of the downloaded Program Support Funds (PSF) from the Human Resource Training and Development (HRTD) Funds to the DepEd Regional Offices and Schools Division Offices that will conduct the SBTCA.
2. The allotted amount under the FY 2024 General Appropriations Act (R.A. No. 11975) Human Resource Development (HRD) Funds, being part of the Maintenance and Other Operating Expenses (MOOE) funds under the FY 2024 GAA, shall be valid until December 31, 2025, pursuant to DBM National Budget Circular No. 592, dated January 2, 2024.

## IV. Implementation

To ensure the smooth implementation of the SBTCA, the following guidelines outline the process for effective execution:

### A. Implementers

#### 1. Human Resource Development Personnel

- a. Human Resource Development Division (HRDD) and Planning Officer personnel shall prepare the Work and Financial Plan (WFP) and upload it to the Program Management Information System (PMIS).
- b. HRDD, with the Curriculum and Learning Management Division (CLMD), Education Support Services Division (ESSD) and other concerned division offices, shall lead the preparation of the school-based training implementation plan for review and approval by the Regional Director.
- c. In case the PSF from HRTD funds are downloaded to Schools Division Offices, the Human Resource Development Section (HRDS), in collaboration with Curriculum Implementation Division (CID), School Governance Operation Division (SGOD) and other concerned offices including the involved School Head, shall lead in the preparation of the school-based training implementation plan for review and approval by the Schools Division Superintendent.
- d. HRDS prepares the necessary documents required for the process and approval of the conduct of school-based training.
- e. HRDS Division shall submit the consolidated completion report of the conduct for school-based training to NEAP-R/HRDD.

#### 2. NEAP-R Personnel

- a. HRDS through the NEAP-R, in coordination with the Youth Formation Regional/Division Coordinator, and Curriculum and Teaching Regional/Division Focal shall act as the overall lead in the conduct of the training and assessment of the teachers (career advocates).
- b. HRDS through the NEAP-R shall ensure that the training delivery adheres to the training standards based on the NEAP DM No. 44, s. 2023, titled "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of NEAP Core Programs".

#### 3. Regional Edukasyon sa Pagpapakatao (EsP) /GMRC Values Education (VE) Supervisor shall:

- a. Lead in the contextualization and development of the career guidance modules;

- b. Provide technical assistance to respective SDOs in terms of the implementation of CGP;
  - c. Assist in the conduct of training, assessment, and certification of teachers; support, monitor, and evaluate the conduct of career guidance activities;
  - d. Ensure the active and complete participation of qualified trainers; and
  - e. Check the content of the training.
4. **Regional Youth Formation Coordinator (RYFC) of the Education Support Service Division (ESSD)** shall:
- a. Lead the contextualization and development of the career guidance program;
  - b. Assist the SDOs in conducting training, assessment, and certification of teachers;
  - c. Provide technical assistance to SDOs in the delivery of CGP;
  - d. Ensure that CGP is properly implemented in the region;
  - e. Establish linkages with other government offices, NGOs and groups relative to the conduct of career guidance activities; and
  - f. Submit the consolidated schools' Career Guidance Program Monitoring and Evaluation Report to the Central Office.
5. **Planning Officer** shall:
- a. Ensure completion of documentary requirements prior to the training; and
  - b. Provide assistance and relevant data or information to the regional/division program management team.
6. **Budget Officer** shall:
- a. Ensure and assist that there is budget allocation for the training and assessment activities.

## **B. Participants**

1. **Program Management Team.** Personnel from NEAP-R/ HRDS, EsP/ GMRC VE Supervisor, and Youth Formation Coordinators.
  - a. **Lead Trainers.** These are Registered Guidance Counselors (RGCs) trained previously by BLSS-YFD and passed the assessment test.
  - b. **Support Trainers.** These are non-RGCs trained previously by BLSS-YFD and passed the assessment test. They shall be assigned

documenters, monitoring and evaluation (M&E) focal/ in-charge, welfare officers, and secretariat.

2. **Secondary Teachers (at least 2 from Secondary Schools).** The participants in this activity are all Secondary School teachers assigned to handle the Career Guidance Program (CGP). Once trained and passed the Career Advocates Assessment, these secondary school teachers shall be called Career Advocates (CAs). They will be tasked to implement the Career Guidance Program activities. As per DepEd Order 05, s. 2024, titled "Rationalization of Teachers Workload in Public Schools and Payment of Teaching Overload," CGP falls under the Teaching-related assignments. Hence, the designation of Career Advocate is a form of specialization and is considered a teaching-related assignment.

#### **C. Training Venue**

1. The training shall be conducted at the school premises or at the nearest possible venue/school that is conducive and convenient to the identified participants. The regions/divisions may partner or coordinate with their respective Local Government Units (LGUs), and/or local Department of Labor and Employment (DOLE), and other stakeholders for the acquisition of suitable venues.

#### **D. Training Protocols**

1. The training program is reviewed and certified by the NEAP provided in **Annex A**. Implementers are not allowed to change or add topics to the program and should adhere to DM 44, s. 2023.
2. Should there be changes in the dates of the conduct of training on the date stipulated in the implementation plan due to circumstances beyond control, it is imperative to coordinate with the Regional Office and Central Office for the course of action.

#### **E. Assessment Protocol**

1. Only participants who complete the Career Guidance Program training will be eligible for the assessment.
2. The assessment will be conducted online via Google Form or MS Form, with the link provided on the last day of the 5-day training during the specified time, and will take place on the following Saturday afternoon, preferably from 2:00 p.m. to 3:30 p.m.
3. The passing score is set at 60%. Participants who score 59% or below will be advised to review the content and handouts and retake the assessment on the next scheduled date.
4. Only participants who passed the assessment shall be given the certification as Career Guidance Advocate.
5. All regions shall designate one (1) RGC who shall facilitate the assessment and/or coordinate with NEAP-R in accessing the assessment link. The

designated RGC shall collect and safeguard the confidentiality of the assessment and its results and shall submit the official list of passers and non-passers to their respective regions before submitting the results to the BLSS-YFD via email at [blss.yfd@deped.gov.ph](mailto:blss.yfd@deped.gov.ph)

6. After training and passed the assessment test, they shall be called Career Advocates tasked with implementing the Career Guidance Program activities in their respective schools.

#### **F. Professional Regulation Commission (PRC) Training Accreditation**

1. All participants who completed the training and passed the assessment test will be eligible to earn Continuing Professional Development (CPD) points through PRC-accredited training. All Regional Offices through the NEAP-R shall facilitate the application process and requirements.

#### **V. Release of Funds**

1. The Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) through the Finance Strand of Central Office shall facilitate the downloading of program support funds to the Regional Offices (ROs) through a Sub-Allotment Release Order (Sub-ARO).
2. Upon receipt of the downloaded HRD Fund to the Regional Offices, the NEAP in the Region/HRDD in coordination with the Regional Finance Division may download the PSF to the concerned School Division Offices or schools, subject to the approval of the Regional Director, in preparation for the conduct of the SBTCA.

#### **VI. Allowable Expenses**

1. In consonance with Department of Education (DepEd) Order No. 02 s. 2018, Amendment to DepEd Order No. 15, s. 2017, titled "Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for Official Activities conducted by the Department of Education," the board and lodging packages encompass meals and accommodations. An allocation of P2,000.00 per person per day is allowed, covering both food and lodging. As such, the downloaded PSF herein shall be used for the following:
  - a. Board and Lodging for Participants, Technical Working Group, Resource Speakers, and DepEd Guests;
  - b. Supplies and materials for the conduct of the activities;
  - c. Transportation expenses in relation to the conduct of activities; and
  - d. Operational expenses related to the conduct of the activities.
2. Guidelines and procedures on official local travels shall conform to the provisions of DepEd Order No. 22, s. 2019, titled "Guidelines on Official Local Travels in the Department of Education."

3. It shall be ensured that supplies and materials to be purchased shall be in accordance with Republic Act No. 9184, or the "Government Procurement Reform Act."
4. In cases of budget deficiencies, travel expenses, and other incidental expenses can be charged against HRTD funds available at the ROs and SDOs or other local funds.
5. The utilization of funds herein shall be in accordance with existing budgeting, accounting, auditing, and procurement rules and regulations.

## **VII. Monitoring and Evaluation**

1. For the effective monitoring of the utilization of downloaded funds, the ROs shall submit to the Central Office through the BLSS-YFD a consolidated training reports including the list of Career Advocates who were trained and passed the assessment following the prescribed template in DepEd Memorandum No. 44, s. 2023, titled, "Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of NEAP Core Programs," on or before **June 2025**.
2. The Central Office Program Management Team and/or assigned Regional Monitoring and Evaluation (M&E) Team shall conduct field monitoring with the following activities:
  - a. Review and discussion of the regional rollout program and facilitator evaluation results;
  - b. Discussion on post-regional rollout activities and their corresponding M&E; and
  - c. Monitor the fund utilization.

## **VIII. Effectivity**

These guidelines shall take effect immediately upon issuance.

cc: Office of the Secretary

## Annex A.

### Program of Activities CAREER GUIDANCE PROGRAM SCHOOL-BASED TRAINING OF CAREER ADVOCATES

| DAY 1 (Monday)         |         |                                                                                                                                                                                                                                                                      |
|------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inclusive Time         | Minutes | Program                                                                                                                                                                                                                                                              |
| 8:00 a.m. – 12:00 p.m. |         | Arrival and Registration                                                                                                                                                                                                                                             |
| 12:00 p.m. – 1:00 p.m. | 60 min  | Lunch Break                                                                                                                                                                                                                                                          |
| 1:00 p.m. – 2:00 p.m.  | 60 min  | Opening Program <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Ecumenical Prayer</li> <li>• DepEd QPS</li> <li>• Welcome Remarks/ Message</li> <li>• Introduction of Participants</li> <li>• Photo Documentation</li> <li>• Pre-Test</li> </ul> |
| 2:00 p.m. – 3:00 p.m.  | 60 min  | Plenary 1: YFD CGP Introduction                                                                                                                                                                                                                                      |
| 3:00 p.m. – 3:15 p.m.  | 15 min  | Health Break                                                                                                                                                                                                                                                         |
| 3:15 p.m. – 4:30 p.m.  | 75 min  | Plenary 2: Overview of Career Guidance Program                                                                                                                                                                                                                       |
| 4:30 p.m. – 5:00 p.m.  | 30 min  | Pre-test/ End of the day evaluation / Writing Activity / Reflection / Other Reminders                                                                                                                                                                                |

| DAY 2 (Tuesday)         |         |                                                                             |
|-------------------------|---------|-----------------------------------------------------------------------------|
| Inclusive Time          | Mins    | Program                                                                     |
| 8:00 a.m. – 8:20 a.m.   | 30 min  | Management of Learning                                                      |
| 8:30 a.m. – 10:00 a.m.  | 90 min  | M1S1: Guidance: Principles, Goals and other-related Concepts                |
| 10:00 a.m. – 10:15 a.m. | 15 min  | Health Break                                                                |
| 10:15 a.m. – 12:00 p.m. | 105 min | M1S2: Guidance Service and Clientele                                        |
| 12:00 p.m. – 1:00 p.m.  | 60 min  | Lunch Break                                                                 |
| 1:00 p.m. – 2:15 p.m.   | 75 min  | M1S3: The History of Career Guidance                                        |
| 2:15 p.m. – 3:00 p.m.   | 45 min  | M1S4: Career Education in the Context of Guidance                           |
| 3:00 p.m. – 3:15 p.m.   | 15 min  | Health Break                                                                |
| 3:15 p.m. – 3:45 p.m.   | 30 min  | M1S4: Career Education in the Context of Guidance                           |
| 3:45 p.m. – 4:45 p.m.   | 60 min  | M1S5: Theories for Career Choice and Development                            |
| 4:45 p.m. – 5:00 p.m.   | 15 min  | End of the day evaluation / Writing Activity / Reflection / other reminders |

| DAY 3 (Wednesday)      |         |                                                                                                |
|------------------------|---------|------------------------------------------------------------------------------------------------|
| Inclusive Time         | Mins    | Program                                                                                        |
| 8:00 am – 8:30 am      | 30 min  | Management of Learning                                                                         |
| 8:30 am – 10:00 am     | 90 min  | M2S6: Legal Bases of Career Guidance in the Philippines                                        |
| 10:00 am – 10:15 am    | 15 min  | Health Break                                                                                   |
| 10:15 am – 12:00 p.m.  | 105 min | M2S7: The Career Advocate                                                                      |
| 12:00 p.m. – 1:00 p.m. | 60 min  | Lunch Break                                                                                    |
| 1:00 p.m. – 2:30 p.m.  | 90 min  | M2S8: Linkage Development                                                                      |
| 2:30 p.m. – 3:00 p.m.  | 30 min  | M3S9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System |
| 3:00 p.m. – 3:30 p.m.  | 30 min  | Health Break                                                                                   |
| 3:30 p.m. – 4:20 p.m.  | 50 min  | M3S9: Developing the Career-Conscious K-12 Graduate through Instruction as the Delivery System |
| 4:20 p.m. – 5:00 p.m.  | 40 min  | End of the day evaluation / Writing Activity / Reflection / other reminders                    |

| DAY 4 (Thursday)        |         |                                                                                                                                                |
|-------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Inclusive Time          | Mins    | Program                                                                                                                                        |
| 8:00 a.m. – 8:30 a.m.   | 30 min  | Management of Learning                                                                                                                         |
| 8:30 a.m. – 10:00 a.m.  | 90 min  | M3S10: Guidance Service as Delivery System                                                                                                     |
| 10:00 a.m. – 10:15 a.m. | 15 min  | Health Break                                                                                                                                   |
| 10:15 a.m. – 12:00 p.m. | 105 min | M3S10: Guidance Service as Delivery System (continuation)                                                                                      |
| 12:00 p.m. – 1:00 p.m.  | 60 min  | Lunch Break                                                                                                                                    |
| 1:00 p.m. – 3:00 p.m.   | 120 min | M3S11: Co-curricular Activities as Delivery System                                                                                             |
| 3:00 p.m. – 3:15 p.m.   | 15 min  | Health Break                                                                                                                                   |
| 3:15 p.m. – 4:30 p.m.   | 75 min  | M3S12: DO No. 30 s. 2017 (Guidelines for Work Immersion) and DO No. 39 s. 2018 (Clarification and Additional Information to DO No. 30 s. 2017) |
| 4:30 p.m. – 5:00 p.m.   | 30 min  | End of the day evaluation/clearing house / other reminders                                                                                     |

| DAY 5 (Friday)          |         |                                                                                            |
|-------------------------|---------|--------------------------------------------------------------------------------------------|
| Inclusive Time          | Mins    | Program                                                                                    |
| 8:00 a.m. – 8:30 a.m.   | 30 min  | Management of Learning                                                                     |
| 8:30 a.m. – 10:00 a.m.  | 90 min  | WAP Orientation                                                                            |
| 10:00 a.m. – 10:15 a.m. | 15 min  | Health Break                                                                               |
| 10:15 a.m. – 12:00 p.m. | 105 min | Post Test<br>Closing Program<br>End of the day evaluation/clearing house / other reminders |
| 12:00 p.m. – 1:00 p.m.  | 60 min  | Lunch Break                                                                                |
| HOME SWEET HOME         |         |                                                                                            |