

August 1, 2016

Dear **School Administrators**:

Warm Greetings from the PEAC!

The Enhanced Basic Education Act of 2013 (RA 10533) highlighted the role of career guidance and counseling in the effective implementation of the K to 12 program. To support the goal of the Department of Education to pursue programs that expose students to the world and value of work, the PEAC through its Training and Development Unit is now preparing a capacity building program for principals, homeroom advisers and guidance counselors to develop their capability to guide the students and equip them with the necessary life skills and values. This in-service training for school administrators and guidance counselors on Life Career Development Program has been designed to help you identify and implement career advocacy activities that will help guide students in choosing career tracks they intend to pursue.

In view of this, I am pleased to announce the conduct of the in-service training for school administrators and guidance counselors in the different regions. I enjoin all school heads, principals, and guidance counselors to participate in the seminar-workshops for Region 1 & CAR, which shall be held at the Lyceum Northwestern University, Dagupan City on September 7-9, 2016. The seminar fee is **Php 2,000.00 per participant** to cover 3 meals and 6 snacks, seminar supplies, and handouts.

Online registration is a must because the slots are limited to two (2) participants per school and for us to make the necessary logistical arrangements for a pleasant training experience.

The online registration for Region 1 and CAR will open from August 10 to 26, 2016. To register, please follow these steps:

1. Access www.fape.org.ph and fill out the online form.
2. Check your email (the one you indicated in the form) for the Confirmation and your unique Reference ID. Please check even the "Junk" or "Spam" folder just in case no email is found in the "Inbox."
3. Deposit the registration fee at any BPI branch.
Account Name: **PEAC Externally Funded Projects**
Account Number: **CA #9661-0021-04**
4. Write the name of the registrant/s and the assigned unique reference number covered by the payment on the deposit slip; send a scanned copy of the deposit slip by replying to the Confirmation email that was previously sent to you.
5. Present to the PEAC Secretariat in the venue, **a printed copy of the confirmation email** and the **deposit slip** during the in-service training in which you are registered.

A more detailed set of instructions is posted on the registration portal at www.fape.org.ph. Please read and follow them carefully. It would also help if the information needed in the registration are on hand when you register. A sample form is attached to this letter for your reference. The names of those who are officially registered will be posted on the portal. The training schedule is also posted on the PEAC website for your reference. We will accommodate participants on a first-come, first-served basis.

The PEAC National Secretariat looks forward to your participation in the training. Thank you.

Sincerely yours,



RHODORA ANGELA F. FERRER

Executive Director

Private Education Assistance Committee

(PEAC is the Trustee of the Fund for Assistance to Private Education)

