



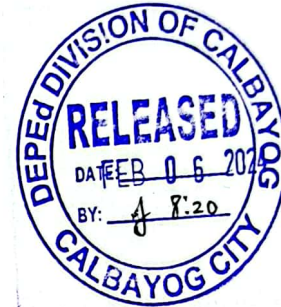
Republic of the Philippines  
**Department of Education**  
 Schools Division Office - Calbayog City


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**DIVISION MEMORANDUM**

No. OU3 s. 2024

TO : Assistant Schools Division Superintendent  
 Chiefs (CID & SGOD)  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads (Secondary)  
 CGP/CSE Teacher Designate/Advocates (Elem.)  
 Class Advisers/Teachers  
 All Other Concerned



FROM :  **MARGARITO A. CALAYONA PhD, CESO VI**  
 OIC - Schools Division Superintendent

SUBJECT: **DIVISION SCHOOL-BASED ORIENTATION ON CAREER GUIDANCE PROGRAM (CGP), COMPREHENSIVE SEXUALITY EDUCATION (CSE) AND OKY PHILIPPINES TO GRADE 10 AND GRADE 12 LEARNERS**

DATE : **February 5, 2024**

- In reference with DepEd Memorandum OUOPS No. 2023-03-8149 on Guidelines and Supervision of the Implementation of DepEd Career Guidance Program for SY 2023, this schools division instructs all secondary schools for the conduct of **“DIVISION SCHOOL-BASED ORIENTATION ON CAREER GUIDANCE PROGRAM (CGP), COMPREHENSIVE SEXUALITY EDUCATION (CSE) AND OKY PHILIPPINES TO GRADE 10 AND GRADE 12 LEARNERS”** for SY 2023-2024.
- This aims to guide the Grade 10 and Grade 12 learners in choosing career tracks that they intend to pursue through informed career choices toward becoming productive and contributing individuals.
- Below is the schedule per school wherein the division resource speakers and monitoring team will visit and deliver their topics:

DATE	SCHOOL	DISTR ICT	TIME   NO. OF LEARNERS	
			Grade 10	Grade 12
February 12, 2024	Carayman NHS	C1	AM   66	PM   28
February 13, 2024	Bagacay IS	C1	AM   99	PM   98
February 14, 2024	Calbayog City NHS	C3	AM   468	PM   584
February 15, 2024		C3	AM   400	PM   484
February 16, 2024	Himalandrog-Seven Hills IS	C1	AM   14	PM   43
February 19, 2024	Tabawan IS	C4	AM   127	PM   117



**Project SHINES:** *Care to Shine!*



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DATE	SCHOOL	DISTR ICT	TIME & NO. OF LEARNERS	
			Grade 10	Grade 12
February 20, 2024	Migara NHS	C4	AM   67	PM   61
February 21, 2024	Happy Valley NHS	C4	AM   23	PM   25
February 22, 2024	San Policarpo NHS	C5	AM   342	PM   577
February 23, 2024	Lonoy IS	C6	AM   16	n/a
	Calbayog City Night HS	C3	n/a	PM   20
February 26, 2024	Trinidad NHS	C6	AM   140	PM   95
February 27, 2024	Gadgaran IS	C5	AM   40	n/a
	CADSEV	C5	n/a	PM   35
February 28, 2024	Acedillo IS	C5	AM   18	n/a
	Basud IS	C6	PM   17	n/a
February 29, 2024	Oquendo NHS	O1	AM   290	PM   309
March 1, 2024	Mag-ubay NHS	O2	AM   84	PM   55
March 4, 2024	Tarabucan NHS	O2	AM   111	PM   112
March 5, 2024	Cabatuan NHS	O3	AM   51	PM   35
March 6, 2024	Pilar NASH	O3	AM   75	PM   97
March 7, 2024	Dawo IS	O3	AM   24	n/a
	Macatingog IS	O3	n/a	PM   29
March 8, 2024	R. Lentejas MSF	T1	AM   240	PM   131
March 11, 2024	Tomaliques IS	T1	AM   26	n/a
	Malajog IS	T1	n/a	PM   42
March 12, 2024	San Joaquin NHS	T2	AM   280	PM   250
March 13, 2024	Peña 1 NHS	T3	AM   107	PM   78
March 14, 2024	Malaga NHS	T3	AM   161	PM   122
March 15, 2024	Maguino-o IS	T2	AM   29	n/a
	Caglanipao Sur IS	T3	AM   13	n/a

- The 100% attendance of Grade 10 and Grade 12 learners with their class advisers/teachers is required. The presentation of the CGP Accomplishment Report shall be done by the concerned school head at any time during the activity. The school head, school CGP/EsP coordinators, and concerned stakeholders shall collaborate with each as to the planning and preparation for the successful conduct of this activity. The division monitoring team (CID Chief, EPS's, PSDS's) shall visit during the schedule to deliver specific topics and monitor/assess the school implementation of the program using the M&E tools herewith attached. Attached also are the matrix and other enclosures relative to the conduct of this activity.
- If the school has already conducted CGP Orientation earlier than their schedule, they shall submit Full Documentation / ACR of the activity so their schedule will be cancelled.
- Expenses relative to the conduct of this activity such as food for the students, speakers, and guests/visitors, invitations, and venue preparation shall be charged against School MOOE/PTA and other sources of school funds subject to usual government accounting, auditing rules, and regulation.
- Immediate dissemination and compliance with this Memorandum are desired.



**Project SHINES:** *Care to Shine!*

**Enclosure No. 1**



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**PROGRAM OF ACTIVITIES**

Schedule		ACTIVITIES	
AM	PM	Grade 10	Grade 12
8:00 – 8:30 am	1:00-1:30 pm	<b>Registration: &amp; Venue Management</b> <ul style="list-style-type: none"> <li>• National Anthem..... (school shall assign)</li> <li>• DepEd Hymn..... (school shall assign)</li> <li>• Body Conditioning..... (school shall assign)</li> <li>• Attendance Check..... Secretariat</li> <li>• Statement of Purpose..... School CGP Advocate/Coordinator</li> <li>• Welcome Remarks..... School Head</li> <li>• Message..... SDS / ASDS / Chief / PSDS</li> <li>• Rationale..... School CGP Advocate/Coordinator</li> </ul>	<b>Preliminaries / Opening Program</b> In-charge: _____ Emcee: _____ (school shall assign)
Schedule		Grade 10	Grade 12
8:30 – 9:00 am	1:30 – 2:00 pm	<b>Career Pathing for Grade 10</b>  By: <b>MR. ARNOLD M. JARABA</b> Education Program Supervisor in TLE Senior High Division Coordination	<b>Career Pathing and Entrepreneurial Skills Orientation</b>  Mr. Arnold M. Jaraba Education Program Supervisor / SHS Div. Coordinator

9:00 – 10:00 am	2:00 -3:00 pm	<p align="center"><b>Career Guidance Program for Grade 10</b></p> <p align="center">By: <b>DR. NELSON R. BELLO</b> Education Program Supervisor EsP/Guidance</p>	<p align="center"><b>Career Guidance Program for G12, Curriculum Exit &amp; Career Portfolio Preparation</b></p> <p align="center"><b>Dr. Nelson R. Bello - EPS</b></p>
10:00 – 11:00 am	3:00 – 4:00 pm	<ul style="list-style-type: none"> <li>• <b>What is Senior High School?</b></li> <li>• <b>Is Senior High School Really Necessary?</b></li> <li>• <b>What are the Benefits of SHS?</b></li> <li>• <b>SHS Tracks and Strands</b></li> <li>• <b>SHS Curriculum Exits and Its Benefits:</b> <ul style="list-style-type: none"> <li>- <b>Employment</b></li> <li>- <b>Entrepreneurship</b></li> <li>- <b>Higher Education</b></li> <li>- <b>Middle Level Skills Development</b></li> </ul> </li> <li>• <b>Additional Expenses</b></li> <li>• <b>Voucher Program</b></li> </ul> <p align="center">By:</p> <p align="center"><b>Mr. Arnold M. Jaraba</b> Education Program Supervisor</p> <p align="center"><b>Dr. Nelson R. Bello</b> Education Program Supervisor</p> <p align="center"><b>Public Schools District Supervisors</b></p> <p align="center"><b>SHS Offerings of Private Schools</b></p> <p align="center">From: <b>CKC/LMA/STI and other partners</b></p>	<p align="center"><b>Tertiary Education Courses and University/College Admission</b></p> <p align="center">By: University/ Colleges Representatives</p>
11:00 – 11:30 pm	4:00 – 4:30 pm		<p align="center"><b>Employment Readiness Orientation / Middle Skills</b></p> <p align="center">TESDA/ DOLE / Industry/ Business Partners</p>
			<p align="center"><b>Passing the University Admission Test IQ Test /Aptitude Test</b></p> <p align="center">By: <b>Guidance Counselor Representative of HEP's</b></p>

11:30 – 12:00	4:30 – 5:00 pm	Comprehensive Sexuality Education (CSE)  <b>Sophia C. Monteron</b> Nurse II  OKY Philippines  <b>Nikki Ivy S. Dollado</b> Nurse II	Comprehensive Sexuality Education (CSE)  <b>Sophia C. Monteron</b> Nurse II  OKY Philippines  <b>Nikki Ivy S. Dollado</b> Nurse II
12:00 – 12:15 nn	5:00 – 5:15 pm	Tribute to God Tribute to Country Impression (from students) Next Steps – School CGP Coordinator	<b>Closing Program</b>

### MONITORING AND VALIDATION TEAM FOR CAREER GUIDANCE / RESOURCE PERSONS

Chairman : **Dr. Renato S. Cagomoc** – CID Chief  
 Vice-Chairs : **Dr. Nelson R. Bello** – EPS / Guidance  
**Mr. Arnold M. Jaraba** – EPS

#### Members:

##### Education Program Supervisors

**Dr. Joy B. Saldana** – EPS  
**Dr. Avelina P. Tupa** – EPS  
**Dr. Erwin L. Purcia** – EPS  
**Mrs. Lourdes L. Matan** – EPS  
**Mrs. Mercedes S. Garcia** – EPS  
**Mr. Noel E. Sagayap** – EPS  
**Mr. Ricky S. Cano** – EPS  
**Dr. Geraldine P. Sumbise** – EPS Dsg.

##### Public Schools District Supervisors

**Mrs. Nora G. Capetillo** – C1 PSDS  
**Mrs. Ma. Teresa Simon** – C2 PSDS  
**Mrs. Anabelle O. Yangzon** – C3 PSDS  
**Mr. Jose O. Abon** – C4 PSDS  
**Mr. Reynaldo T. Bernales** – C5 PSDS  
**Mrs. Teresa D. Villa** – C6 PSDS  
**Mrs. Noemi Castante** – O1 PSDS  
**Mr. Benedicto Mirales** – O2 PSDS  
**Mrs. Ma. Gina Moreno** – O3 PSDS  
**Mrs. Alma Caber** – T1 PSDS  
**Mr. Elber Ongcal** – T2 PSDS  
**Mrs. Ester Siozon** – T3 PSDS

##### Health and Nutrition Section

**Sophia C. Monteron** – Nurse II  
**Nikki Ivy S. Dollado** – Nurse II



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## MANAGEMENT, MONITORING AND EVALUATION TOOLS ON THE IMPLEMENTATION OF SCHOOL GUIDANCE PROGRAM (Elem, JHS & SHS)

SY: \_\_\_\_\_

Name of School : \_\_\_\_\_ District: \_\_\_\_\_

Level/Category (Elem /JHS/SHS) : \_\_\_\_\_

Name of School Head: \_\_\_\_\_ Position/Item: \_\_\_\_\_

Name of the Guidance Designate: \_\_\_\_\_ Position/Item: \_\_\_\_\_

CRITERIA	Points	Supporting Documents or MOV's	Points Earned
<b>1. GUIDANCE AND COUNSELING SERVICES (70%)</b>			
<b>1.1. Planning and Organizing Service (5 pts)</b>			
a. Conducted guidance meetings (at least 2 per quarter)	2pts	- ACR	___
b. Organized a Guidance and Counseling Group	2pts	- Organizational chart	___
c. Organized Guidance Peer Facilitator's Group	1pts	- Organizational chart	___
<b>1.2. Responsive Service: (27pts)</b>			
<b>a. Career Guidance Program:</b>			
a.1. Participated in Division-wide Career Guidance Orientation/Culmination Program	3pts	-ACR, Cert. of Appearances	___
a.2. Conducted school-based Career Guidance Orientation or Week Celebration	5pts	-ACR	___
a.3. Conducted/participated Mass Training of Career Advocates/Guidance Support Staff	2pts	-ACR	___
a.4. Answered Career Guidance Program Modules	4pts	- Classes Outputs	___
a.5. Conducted NCAE result interpretation	2pts	-ACR	___
a.6. Conducted Career Coaching (NCAE result)	2pts	-ACR	___
a.7. Conducted Jobs Fair	2pts	-ACR	___
<b>b. Homeroom Guidance (HG) Classes</b> conducted from KtoG10	4pts	- Classes Outputs	___
<b>c. Multiple Career Development Pathways (MCDP) Toolkit</b> answered by G10 Students	3pts	-Documentation & outputs of the students	___
<b>1.3. Individual Planning (15 pts)</b>			
a. Conducted Information/Orientation service,	3pts	-ACR	___
b. Conducted/referred Interest/aptitude/Psychological Test (as referred/requested) for placement and for counseling	2pts	-ACR	___
c. Admission Service/Individual Inventory services:			
c.1. student's Personal Data Sheets/Inventory available	3pts	-Students PDS's/Inventory	___
c.2. student's Cumulative Folder/Portfolio available	4pts	-Students Cumulative Folders	___
c.3. Anecdotal Record available	3pts	-Students Anecdotal Records	___
<b>1.4. Placement and Follow-up service (4 pts)</b>			
a. Conducted/referred /requested follow-up counseling	2pts	-ACR/Referral Request	___
b. Conducted/referred/requested placement test	2pts	-ACR/Referral Request	___
<b>1.5. System Support Service: (15 pts)</b>			
a. Conducted Counseling Service (as scheduled),	5pts	-ACR, Counseling records	___
b. Conducted Classroom Behavioral Observation	2pts	-ACR, behavioral records	___
c. Conducted Guidance and Counseling Orientation Program to administrators, teachers and students	3pts	-ACR	___
d. Attended counseling/coaching skills enhancement seminar/training	1pt	-Memo & Appearance	___
e. Attended Guidance and Counseling Services Orientation Seminar	1pt	-Memo & Appearance	___
f. Attended Peer Facilitator's Training of Trainers	1pt	-Memo & Appearance	___

	Points	Supporting Documents or MOV's	Points Earned
g. Attended Career Guidance Program Seminar/Training	1pt	Memo & Appearance	—
h. Attended training on Test Administration and interpretation	1pt	Memo & Appearance	—
<b>1.6. Home and Family Link Care (4pts)</b>			
a. Conducted home visitation	1pt	ACR & Photo documentation	—
b. Parent's Conference/coaching	1pt	ACR & Photo documentation	—
c. Parent's Orientation on Guidance and Counseling Services/career information drive	2pts	ACR & Photo documentation	—
<b>2. PHYSICAL FACILITIES (25%)</b>			
2.1. Guidance and Counseling Office is available	7pts	Functional Guidance Office (Photo documentation, subject for SDO actual inspection)	—
2.2. Counseling cubicle is available	3pts	Functional Cubicle (photos)	—
2.3. Well ventilated office conducive for counseling, testing and other guidance and counseling related activities/services where confidentiality is provided and maintained.	2pts	Ventilation facilities (photos)	—
2.4. There is enough privacy in counseling room.	1pt	privacy is evident (photos)	—
2.5. There are reading and amusement materials while waiting for the counselor	2pts	presence of reading materials (subject for SDO inspection)	—
2.6. Assessment tools like mental ability test, aptitude test, IQ test, interest test, admission test, personality test, tests for children with special needs and other tests for adult and children are available (if the answer is Needs Improvement please write name of tests in the remarks	3pts	Presence of the materials (Photo documentation, subject for SDO actual inspection)	—
2.7. Classrooms had Guidance, CGP, ABC, CSE, HG, MHM Corners	4pts	Corners' Photo documentation	—
2.8 All guidance forms are available in the Guidance Office (PSDS, Anecdotal record/report, inventory, counseling forms, referral, evaluation forms, etc.)	3pts	Sample/Pictures of materials	—
<b>3. HUMAN RESOURCE (5%)</b>			
3.1. Guidance and Counseling Office in SDO/school is staffed with a licensed counselor as mandated by RA 9258.	1pts	Special Order, Plantilla	—
3.2. Guidance Counselor/Guidance support staff is available in the school (if the answer is Needs Improvement please write reason/s in the remarks provided)	1pts	Special order	—
3.3. In the absence of Guidance Counselor a Guidance teacher/support staff is assigned to cater the career guidance and other guidance related activities like:			
3.3.1 Child Protection Policy	2pts	Implementation ACR	—
3.3.2 Anti-Bullying	1pts		Implementation ACR
<b>AVERAGE</b>			
<i>Description</i>			

**Interpretations**

- 90% – 100% – Excellent/Outstanding
- 80% – 89% – Very Satisfactory
- 75% – 79% - Satisfactory
- 51% – 74% – Need Improvement
- 0% – 50% - Poor

Evaluator: \_\_\_\_\_

Noted/Verified:

NELSON R. BELLO, EdD  
Education Program Supervisor  
EsP/Guidance