



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

October 12, 2018

**DIVISION MEMORANDUM**

No. 668 s. 2018

**RE-TOOLING OF GRADES 10, 11 & 12 CAREER GUIDANCE MODULES**

To: Assistant Schools Division Superintendents  
Chiefs (CID & SGOD)  
Division Education Supervisors & Division Coordinators  
District Supervisors/District In-Charge  
All Junior & Senior High School Heads  
District Junior/Senior High School Career Guidance Coordinators  
All Others Concerned

1. In consonance with Unnumbered DepEd Memorandum dated August 30, 2018, entitled " Utilization of Funds Support for the Implementation of Grades 10, 11 and 12 Career Guidance Program" , this office will conduct a Re-Tooling of the Grades 10, 11 and 12 Career Guidance Modules on the following schedules, venue and specific participants:

SCHEDULE	VENUE	PARTICIPANTS
October 16-17, 2018	Hotel Palwa, Dumaguete City	Coordination-Workshop of the Learning Facilitators (please see attached enclosure 1)
November 8-10, 2018		One (1) Junior High School Career Guidance Advocate (All High Schools) and additional one (1) participant preferably Senior High School Career Guidance Advocate (please see attached enclosure 2)

12 OCT 2018



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2. The objectives of the training are as follows:
  - a. Capacitate Career Guidance advocates on the Career Guidance Modules;
  - b. Re-orient the Career Guidance Advocates on the implementation of Grades 10, 11 and 12 Career Guidance Modules;
  - c. Walkthrough all modules in Grades 10,11 and 12 CGP; and
  - d. Distribute materials to all schools to be used on the implementation of Grades 10, 11 and 12 Career Guidance Modules.
3. Learning Facilitators (please see enclosure 1) will have a coordination-workshop on October 16-17, 2018 at Hotel Palwa, Dumaguete City. They are further advised to bring the following:
  - a. Resource materials: slide decks & session guides
  - b. Laptop and extension wire
4. **For participants and the Technical Working Group (TWG):** Food, inclusive of one (1) lunch and two (2) snacks per day be charged to downloaded OSEC funds; while, travelling, accommodation and other incidental expenses shall be charged against School MOOE/local funds subject to the usual accounting and auditing rules and regulations.  
**For Learning Facilitators:** Food (3 meals and 2 snacks/ day) and accommodations during the 2 day-Coordination workshop and during the 3-day training proper shall be charged to downloaded OSEC funds; while, travelling, and other incidental expenses shall be charged against School MOOE/local funds subject to the usual accounting and auditing rules and regulations.
5. Compensatory Over-Time Credit (COC) for Non-Teaching Personnel and Service Credits for Teaching Personnel shall be granted upon submission of a duly accomplished DTR for orientation and conference that falls on a Saturday.
6. This serves as **TRAVEL ORDER**.
7. For the information, guidance and compliance of all concerned

  
**WILFREDA D. BONGALOS, Ph.D., CESO V**  
Schools Division Superintendent 



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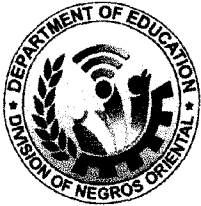
ENCLOSURE 1

RE-TOOLING OF GRADES 10, 11 AND 12 CAREER GUIDANCE MODULES  
LEARNING FACILITATORS

NAME	SCHOOL/STATION	DISTRICT
1. IRYLL MAE S. MACAHIG	DIVISION OFFICE	
2. DAN P. ALAR	DIVISION OFFICE	
3. ROSYL GERALDINE M. PARTOSA, RGC	CORMHS	SAN JOSE DISTRICT
4. JOHN PAUL SALINDO, RGC	JBCMHS	CANLAON 2
5. KATHLEEN D. OMOSO, RGC	SIBULAN NHS	SIBULAN 1 DISTRICT
6. MARICHYLE P. LAJATO	NOHS	NOHS
7. MARIA JEZREELA R. KINKITO	SIATON NHS	SIATON 2
8. DAVI JOY P. GOMEZ	DEMMHS	SANTA CATALINA 1
9. MARY JUDITH CUEVAS	DAUIN NHS	DAUIN DISTRICT
10. MARJORIE ABRIO	MABINAY NHS	MABINAY 3 DISTRICT
11. PELUCHIE M. BILANGDAL	VALENCIA NHS	VALENCIA DISTRICT
12. MILAGROS V. ENOG, RGC	ONG CHEE TEE HS	BACONG DISTRICT
13. JONALYN TOLETE	MANJUYOD NHS	MANJUYOD 1
14. ENGR. ERWIN PINUTO	DIVISION OFFICE	
15. RUBY JEAN BIDAURE	DIVISION OFFICE	

TECHNICAL WORKING GROUP

MARSHA RUIZ	DIVISION OFFICE
KECYLIN JE OMALE	DIVISION OFFICE
MELCHOR DUENAS	DIVISION OFFICE
(NURSE)	DIVISION OFFICE



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**ENCLOSURE 2**

**ADDITIONAL PARTICIPANTS FOR THE FOLLOWING SENIOR HIGH SCHOOLS**

<b>SENIOR HIGH SCHOOLS</b>	<b>ADDITIONAL NUMBER OF PARTICIPANTS</b>
AMLAN NHS	1
AYUNGON NHS	1
CANLAON NHS (JOSE B. CARDENAS NHS)	1
CASIANO NAPIGKIT NHS (MANALONGON NHS )	1
DAUIN NHS	1
DEMETRIO ALVIOLA NHS (BINDOY NHS)	1
DON EMILIO NHS (SAN FRANCISCO HS)	1
JIMALALUD NHS	1
LA LIBERTAD NHS	1
MARIA MACAHIG MHS	1
MABINAY NHS	1
MANJUYOD NHS	1
NEGROS ORIENTAL HIGH SCHOOL (NOHS)	1
SANTIAGO DELMO NHS	1
SIATON NHS	1
SIBULAN NHS	1
TAMBO NHS	1
VALENCIA NHS	1



Republika ng Pilipinas

**Kagawaran ng Edukasyon**

Tanggapan ng Pangalawang Kalihim

**MEMORANDUM**  
30 August 2018

**For: Regional Secretary, ARMM  
Regional Directors**

**Subject: UTILIZATION OF FUNDS SUPPORT FOR THE  
IMPLEMENTATION GRADES 10, 11 AND 12 CAREER  
GUIDANCE PROGRAM**

The Bureau of Learner Support Services thru the Youth Formation Division has downloaded funds support for the conduct of Grades 10, 11 and 12 career guidance program in each division.

The fund support is intended for the supplies and materials in the conduct of career guidance modules for Grades 10 to 12. However, in order to maximize the funds support, the Division can use the funds in the training of career advocates for that grade level, provided that, considerable amount shall be allocated to the primary intension of the downloaded funds. Other provisions such as liquidation and monitoring of downloaded funds shall be in accordance with DepEd Order No. 21, s. 2018 entitled *Implementing Guidelines on the Allocation and Utilization of the Human Resource Development Funds for Personnel in Schools and Learning Centers*. Enclosed is the detailed budget estimate for each division.

For immediate and appropriate action.

  
**ALAIN DELA PASCUA**  
Undersecretary

**Office of the Undersecretary for Administration**

Administrative Services, Information and Communications Technology, Disaster Risk Reduction and Management, Schools Health,  
Youth Formation, Baguio Teachers' Camp, Education Facilities/School Buildings)  
Department of Education, Central Office, Meralco Avenue, Pasig City  
Room 519, Mabini Building, Mobile: +639266326762; Landline: +6326337203, +6326376207  
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



Date: 6/14/18  
Time: 4:10

ALLOTMENT AVAILABLE  
6/13/18  
SELWYN C. BRIONES  
Supervising Administrative Officer  
Off. Budget Division  
REF. TRANS. + 2462 OPS. # 3428  
BCN # 1895

Republic of the Philippines  
**Department of Education**

May 29, 2018  
AR No: AR-2018-co-00991

FOR : **LEONOR MAGTOLIS BRIONES**  
Secretary

THRU : **ALAIN DEL B. PASCUAT**  
Undersecretary for Administration

FROM : **RIZALINO JOSE T. ROSALES**  
Director IV

SUBJECT : **Activity Request to Download Funds Support  
for the Implementation of Career Guidance Program**

*Handwritten notes:*  
6/11/18  
Applied 2/5/18

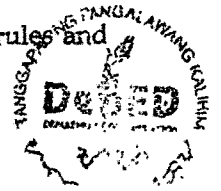
DEPED - BUDGET DIVISION  
JUN 28 2018  
BY: *[Signature]* TIME: 2:29  
DOC#:

*Handwritten notes:*  
FINANCIAL REQUIREMENTS  
₱ 69,504, 275.00

NAME OF PROGRAM(S)/ PROJECT(S)	Career Guidance for Youth Development Program (Career Guidance Teacher Training Program)		
OUTPUT(S) TO BE PRODUCED AND ITS CODE(S)	Output Code	Output	Physical Target
	OC-18-BLSS-YFD-HRTD-019	Funds support for the implementation of Grades 10, 11 and 12 career guidance provided	2,780,171
ACTIVITY/IES TO BE REQUESTED	Activity Code	Name of Activity	
	AC-18-BLSS-YFD-HRTD-019	Downloading of funds support for Grades 10, 11, 12 career guidance implementation	
ACTIVITY/IES WITH DOWNLOADING	Fund support will be downloaded per division as indicated in the attached budget estimate (refer to the attached budget estimate).		
JUSTIFICATION	The Career Guidance Program aims to enlighten and assist learners in making informed decisions regarding their careers and develop awareness on the importance of choosing a career that suits their interests and skills in relation to the available resources and needs of the society. The downloading of funds is necessary in support to the conduct of career guidance for Grades 10, 11 and 12. There were modules developed to be utilized in the said grade levels. Specifically, the conduct of career guidance		

	<p>modules aims to:</p> <ul style="list-style-type: none"> <li>• assist the learners in choosing the best SHS track that suits their strengths, talents, and interests.</li> <li>• engage the learners in various career guidance activities that will help them realize and strengthen their career preference.</li> <li>• provide the learners an overview of the possible opportunities (curriculum exits) that they can pursue after graduating from Senior High Schools.</li> </ul> <p>Likewise, the implementation of career guidance is supported by the following:</p> <ul style="list-style-type: none"> <li>➤ Implementing Rules and Regulations of the Enhanced Basic Education Act of 2013 (RA 10533) Rule V. <b>Career Guidance and Counseling Advocacy</b> specifically Section 17 which states the Career Guidance and Counseling Program and Section 18 which is the Career Advocacy Activities.</li> <li>➤ DepEd Order No. 41, s. 2015 entitled Senior High School Career Guidance Program and Early Registration amended by DepEd Order No. 48, s. 2015 entitled Amendment to DepEd Order No. 41, s. 2015 (Senior High School Career Guidance Program and Early Registration).</li> <li>➤ Support the 10-point socioeconomic roadmap of the President Duterte's administration stated as "Investing in human capital development, including health and education systems, <i>as well as matching skills and training to meet the demands of businesses and the private sector</i>". It is investing in the country's significant asset – its people, especially the youth- to ensure that they become an agile, competent, and healthy workforce in the future.</li> </ul> <p>The downloading of funds support for the supplies and materials for Grades 10-12 CGP implementation is included in the 2018 approved Work and Financial of the Youth Formation Division.</p>									
<b>FINANCIAL REQUIREMENTS</b>	<table border="1"> <thead> <tr> <th data-bbox="544 1354 852 1396">Activity Code</th> <th data-bbox="852 1354 1112 1396">Amount in WFP</th> <th data-bbox="1112 1354 1388 1396">Amount Requested</th> </tr> </thead> <tbody> <tr> <td data-bbox="544 1396 852 1459">AC-18-BLSS-YFD-HRTD-019</td> <td data-bbox="852 1396 1112 1459">PhP 69,504,275.00</td> <td data-bbox="1112 1396 1388 1459">PhP 69,504,275.00</td> </tr> <tr> <td data-bbox="544 1459 852 1501"><b>Total</b></td> <td data-bbox="852 1459 1112 1501"><b>PhP 69,504,275.00</b></td> <td data-bbox="1112 1459 1388 1501"><b>PhP 69,504,275.00</b></td> </tr> </tbody> </table>	Activity Code	Amount in WFP	Amount Requested	AC-18-BLSS-YFD-HRTD-019	PhP 69,504,275.00	PhP 69,504,275.00	<b>Total</b>	<b>PhP 69,504,275.00</b>	<b>PhP 69,504,275.00</b>
Activity Code	Amount in WFP	Amount Requested								
AC-18-BLSS-YFD-HRTD-019	PhP 69,504,275.00	PhP 69,504,275.00								
<b>Total</b>	<b>PhP 69,504,275.00</b>	<b>PhP 69,504,275.00</b>								
<b>SOURCE OF FUNDS</b>	Human Resource Development Funds FY 2018 - Current									
<b>ADMINISTRATIVE ARRANGEMENTS</b>	The activity entails downloading of funds per division. Once the ATC is approved, it will be requested to the Budget Division to facilitate the downloading of funds.									
<b>ANNEXES</b>	<ol style="list-style-type: none"> <li>1. Detailed Budget Estimates</li> <li>2. Portion of the approved WFP where activities are stipulated.</li> </ol>									

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.



## COMPLETE STAFF WORK

Program Title: CAREER GUIDANCE PROGRAM FOR YOUTH DEVELOPMENT

### Rationale

Career guidance program plays a significant role in this time of globalization where there are myriads of career options for our learners. It assists the learners in managing, matching and adapting their knowledge, skills and competencies to the transition from the theory learned in the school to the world of work. It likewise give directions to the learners a clear picture on what are their goals should be or must be.

Per DepEd Order No. 41 s. 2015, the Career Guidance Program (CGP) aims to enlighten and assist the Filipino learners in making informed decisions regarding their careers and develop awareness in the importance of choosing a career that goes with their interests and skills in relation to the available resources and needs of the society.

Thus, recognizing the needs for career guidance program, the Department issued DepEd Order No. 25, s. 2013 entitled Guidelines on the Conduct of Career Guidance Week for High School Students Effective School Year 2013-2014. It was further intensified thru the issuance of DepEd Order No. 41 s. 2015: Senior High School (SHS) Career Guidance Program (CGP) and Early Registration which encourage the implementation of CGP with corresponding Career Guidance Modules (CGM) for G10 learners.

In September 2015, CGP for G10 was implemented nationwide. To bridge the gap, when the Youth Formation Division operationalize in 2016, it spearheaded the development of Grade 11 CGP module in collaboration with the Bureau of Curriculum Development (BCD). There were eight modules developed for Grade 11. Said modules were already uploaded to the Department Learning Resource Portal.

In 2017, modules for Grade 12 were developed and utilized during the National Training of Trainers. The national training of trainers were also conducted in 4 clusters to capacitate teachers advisers, counselors and career advocates for the implementation of the CGP modules for that grade level.

Specifically, the content of the modules for each grade level aims to:

#### For Grade 10:

1. assist the learners in choosing the best SHS track that suits their strengths, talents, and interests.
2. engage the learners in various career guidance activities that will help them realize and strengthen their career preference.
3. provide the learners an overview of the possible opportunities (curriculum