

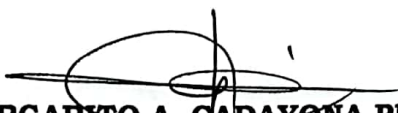



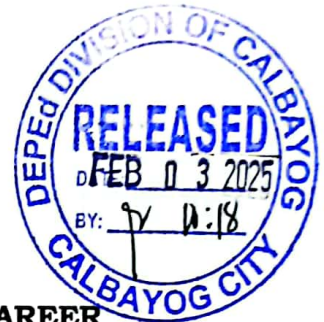
Republic of the Philippines
Department of Education
Schools Division Office of Calbayog City

DIVISION MEMORANDUM

No. 083 s. 2025

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

FROM : 
MARGARITO A. CADAYONA PhD, CESO VI
OIC – Schools Division Superintendent 



SUBJECT: **DIVISION SCHOOL-BASED ORIENTATION ON CAREER GUIDANCE PROGRAM (CGP) AND COMPREHENSIVE SEXUALITY EDUCATION (CSE) TO GRADE 6, GRADE 10 AND GRADE 12 LEARNERS**

DATE : **January 30, 2025**

1. In reference with Republic Act No. 11206 and DepEd Memorandum OUOPS No. 2023-03-8149 on the Implementation of DepEd Career Guidance Program, this schools division instructs all elementary and secondary schools for the conduct of “**DIVISION SCHOOL-BASED ORIENTATION ON CAREER GUIDANCE PROGRAM (CGP) AND COMPREHENSIVE SEXUALITY EDUCATION (CSE) TO GRADE 6, GRADE 10 AND GRADE 12 LEARNERS**” for SY 2024 – 2025.

2. The primary aim of this activity is to guide the learners in choosing career that they intend to pursue in the future through informed career choices toward becoming productive and contributing individuals.

3. The school head, school CGP/Guidance coordinator, and stakeholders (PTA & Barangay) shall collaborate with each other as to the planning and preparation for the successful conduct of this activity. The division resource speakers with monitoring team (CID Chief, EPS's, PSDS's) shall visit the schools (based on the attached schedule) to deliver specific topics, then 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.

4. The page shows the schedule per school for Grade 10 and Grade 12 wherein the division resource speakers and monitoring team will visit and deliver topics:



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Schedule for JHS and SHS

SCHEDULED DATE	SCHOOL	DISTRICT	TIME & NO. OF LEARNERS	
			Grade 10	Grade 12
February 3, 2025	Carayman NHS	C1	AM 32	PM 68
February 4, 2025 (Venue: Himalandrog IS)	Pinamurotan IS	C1	AM 7	n/a
	Himalandrog-Seven Hills IS	C1	AM 15	PM 35
February 5, 2025	Bagacay IS	C1	AM 82	PM 92
February 6, 2025	Calbayog City NHS	C3	AM 440	PM 500
February 7, 2025		C3	AM 440	PM 472
February 7, 2025 (5PM)	Calbayog City Night HS	C3	5PM 16	n/a
February 10, 2025	Tabawan IS	C4	AM 118	PM 41
February 11, 2025 (Venue: Migara NHS)	Migara NHS	C4	AM 43	PM 45
	San Jose IS	C3	PM 8	n/a
February 12, 2025	Happy Valley NHS	C4	AM 22	PM 32
February 13, 2025	San Policarpo NHS	C5	AM 332	PM 162
February 14, 2025	Canjumadac IS	C5	AM 29	n/a
February 20, 2025	CADSEV	C5	n/a	AM 48
February 21, 2025	Gadgaran IS	C5	AM 17	n/a
	Acedillo IS	C5	PM 18	n/a
February 24, 2025	Trinidad NHS	C6	AM 95	PM 93
February 26, 2025	Lonoy IS	C6	AM 25	n/a
	Basud IS	C6	AM 16	n/a
	Manco IS (Attend @Lonoy)	C6	PM 5	n/a
February 27, 2025	Oquendo NHS	O1	AM 196	PM 401
February 28, 2025	Mag-ubay NHS	O2	AM 59	PM 47
March 3, 2025	Tarabucan NHS	O2	AM 107	PM 148
March 4, 2025	Panoypoy IS	O2	AM 14	n/a
	Lapaan IS	O2	PM 8	n/a
March 5, 2025	Cabatuan NHS	O3	AM 65	PM 50
March 7, 2025	Pilar NASH	O3	AM 52	PM 92
March 10, 2025	Dawo IS	O3	AM 17	n/a
	Macatingog IS	O3	PM 37	n/a
March 11, 2025	Mawacat IS	O3	AM 15	n/a
March 12, 2025	R. Lentejas MSF	T1	AM 207	PM 132
March 13, 2025	Tomaliques IS	T1	AM 16	n/a
	Malajog IS	T1	PM 48	n/a
March 14, 2025	San Joaquin NHS	T2	AM 214	PM 81
March 15, 2025	Maguino-o IS	T2	AM 20	n/a
	Caglanipao Sur IS	T3	PM 17	n/a
March 17, 2025	Peña 1 NHS	T3	AM 82	PM 66
March 18, 2025	Malaga NHS	T3	AM 125	PM 83





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5. For **Grade 6 (elementary) Career Guidance** activity, only in the central school the division resource speakers deliver their topics. The facilitators & speakers of the remaining schools within the district will be one (1) school head, one (1) G6 adviser and one (1) guidance designate) of the school who shall also attend the central school Career Guidance Orientation within their district to observe how different topics will be delivered. They shall conduct the activity soon after their central school conducted the activity. Certificate of Recognition for the speakers will be given by the Division Office, provided that the ACR of the conduct of the activity will be submitted on/before **April 15, 2025** to the division office.

Schedule for Grade 6 Career Guidance Orientation

SCHEDULED DATE	District	SCHOOL No. of Paxs (Division personnel are the speakers)	Schedule of School-based Career Guidance Orientation per School w/ No. of Grade 6 Learners (School Heads, Teachers & School Guidance Coordinators are the Speaker/Facilitators) (Simultaneous per schedule. One (1) day only)
March 20, 2025 (AM)	Calbayog 1	Carayman ES - 122	March 24, 2025
			Cogon ES – 24 Naga ES – 23 Himalandrog (Elem) - 19 Caballero ES – 18 Rizal I ES – 14 Pinamurotan IS (elem)- 13 Higasaan ES - 4 Cagbanayacao ES – 3 Olera ES – 3 Cagboborac ES- 2 Mabini I ES – 1 Calucnayan ES – 1 Salvacion ES - 0
March 20, 2025 (PM)	Calbayog 2	Calbayog Pilot - 287	March 24, 2025
			Dagum ES – 112 Carmen ES – 80 Bagacay IS – 76 Matobato ES – 65 Capoocan ES – 55 Obrero ES - 52 Rawis ES – 30 Cacaranсан ES – 12 Mabini II ES – 12 Pagbalican ES - 12
March 21, 2025 (AM)	Calbayog 3	Calbayog SpEd - 162	March 25, 2025
			Guinbaoyan Sur - 18 Guinbaoyan Norte – 14 Villahermosa ES – 10 Alibaba ES – 9 San Jose IS (Elem) – 8 Tapae ES – 7 Sinantan ES – 6 Maysalong ES – 4 San Antonio ES – 3 Langoyon ES - 1
March 21, 2025 (PM)	Calbayog 4	Calbayog East CS - 163	March 25, 2025
			Nijaga ES – 63 Hamorawon ES - 42 Tabawan IS (elem) – 69 Migara ES – 20 La Paz ES – 17 Guin-on ES – 15 Happy Valley IS - 15 Osmeña ES – 7 Palanogan Oc ES – 7 Palanogan Or ES – 7 Victory ES – 7 Bagong Lipunan ES – 5 Giragaan ES – 5 Maybog ES – 5 Hibatang ES – 4 Panonongon ES - 4
March 24, 2025 (AM)	Calbayog 5	San Pollicarpo CES – 157	March 26, 2025
			Gadgaran IS (Elem)-42 Tanval ES – 16 Canjumadac IS (Elem)-15 Acedillo IS (Elem)-14 Navarro ES – 12 Saputan ES – 9 Dinawacan ES – 7 Roxas I ES – 7 Gelino ES – 5 Looc ES – 5 Gabay ES – 4 Nag-uma ES - 2
March 24, 2025 (PM)	Calbayog 6	Trinidad CES - 83	March 26, 2025
			Basud IS (Elem) – 34 Anislag ES – 28 Gasdo ES – 7 Tigbe ES – 6



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			Cagsalaosao ES – 27 Lonoy IS (Elem) – 25 Jimautan ES – 13 Cahumpán ES – 10 Kili-kili ES – 9 Mantaong ES – 8 Palanas Cara ES – 7	Bontay ES - 5 Calilihan ES – 4 Mancol ES – 3 Jacinto ES – 2 Buenavista ES – 1 Cabadiangan ES - 0
March 25, 2025 (AM)	Oquendo 1	Oquendo CES - 66	March 27, 2025	
			Begaho ES – 66 Cagbilwang ES – 19 Dinagan ES – 18 Rizal II ES – 15 Longsob ES – 14 Sinigman Oc. ES – 14	Sinidman Oc. ES – 14 Cabuganwa ES – 12 Catabunan ES - 12 Nabang ES – 11 Libertad ES - 5
March 25, 2025 (PM)	Oquendo 2	Tarabucan ES - 36	March 27, 2025	
			Mag-ubay ES – 29 Cagbayang ES – 18 De Victoria ES – 18 Lapaan IS (Elem) – 17 Cabicahan IS (Elem) – 14 Panoypoy IS (Elem) – 14 Cabacungan ES – 13 Capacuhan ES – 13 San Rufino ES – 13 Obo-ob ES - 12	Cag-anahaw ES – 11 Caybago ES – 11 Alang-alang ES – 9 Hibabangan ES – 9 Dinabongan ES – 7 Talahiban ES – 7 Baja ES – 6 San Isidro ES – 6 Hibuhatan ES – 5 Quezon ES - 5
March 26, 2025 (AM)	Oquendo 3	Pilar ES - 47	March 28, 2025	
			Mawacat IS (Elem) – 33 Cabatuan ES – 33 Macatingog IS – 31 Dawo IS (Elem) – 26 Sigo ES – 21	Roxas II – 19 Bayo ES – 15 Panlayahan ES – 8 Cag-anibong ES – 10 Manuel Barral ES – 5
March 26, 2025 (PM)	Tinambacan 1	Tinambacan CES - 106	March 28, 2025	
			Danao I ES – 81 Malajog IS (Elem) – 37 Bante ES – 36 Malopalo ES – 31 Tomaligues IS (Elem)-28	Marcatubig ES – 24 Saljag ES – 20 Amampacang ES – 19 Limarayon IS (Elem)-11
March 27, 2025 (AM)	Tinambacan 2	San Joaquin CES	April 1, 2025	
			Binaliwa ES – 67 Cagnipa ES – 55 Baay ES – 47	Bantian ES - 30 Manguino-o ES – 29 Cag-olango ES – 24
March 27, 2025 (PM)	Tinambacan 3	Malaga CES -43	April 1, 2025	
			Cagmanipis N. ES – 56 Pena I ES – 53 Bugtong ES – 52 Tinaplacan ES – 42 Malayog ES - 33	Caglanipao S. IS (Elem)- 17 Danao II ES – 10 Pena II ES – 3 Gangomaod ES - 2

6. The resource package can be downloaded from this link: <https://tinyurl.com/CGP-SY2024-2025>

7. All private schools may conduct their own Career Guidance Orientation with the guidance of this Memorandum.

8. The 100% attendance of the Grade 6, 10 & 12 learners with their class advisers/teachers is required.



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
 Email Address: calbayogcity@deped.gov.ph
 Website: <https://calbayogcity.deped.gov.ph/>



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9. 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.
10. In addition to this activity, schools offering G10, G11, and G12 may conduct middle-level skills fairs, job fairs, business and entrepreneurship expos, and other similar activities.
11. In the exigency of services and pursuant to the Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s 2004 on "Non-Monetary Remuneration for Overtime Services Rendered" and DepEd Order No. 53, s. 2003; this is to authorized the **grant of service credits to teachers/DepEd Personnel** for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible.
12. This serves as **TRAVEL ORDER** for the division resource persons and Grade 6 school heads, teachers and facilitators who will attend the activity in the district/schools.
13. 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, SNED-PSP, GPTA, and other sources of school funds subject to usual government accounting, auditing rules, and regulation.
14. Immediate dissemination and compliance with this Memorandum are desired.



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PROGRAM OF ACTIVITIES

Schedule		ACTIVITIES		
AM	PM	Grade 6	Grade 10	Grade 12
8:00 – 8:30 am	1:00-1:30 pm	<p>Registration: & Venue Management</p> <p>In-charge: _____</p> <p>Preliminaries / Opening Program</p> <ul style="list-style-type: none"> • National Anthem.....- _____ (school shall assign) • DepEd Hymn.....- _____ (school shall assign) • Body Conditioning.....- _____ (school shall assign) • Attendance Check.....- Secretariat • Statement of Purpose.....- Division / School CGP Advocate-Coordinator • Welcome Remarks.....- School Head • Message - SDS / ASDS / Chief / PSDS / School Head • Rationale - Division / School CGP Advocate/ Guidance Coordinator <p>Emcee: _____ (school shall assign)</p>		
Schedule		Grade 6	Grade 10	Grade 12
8:30 – 9:00 am	1:30 – 2:00 pm	<p>Introduction to Career Guidance Program for Grade 6</p> <p>By: DR. NELSON R. BELLO Education Program Supervisor in EsP/Guidance</p> <p>Speaker in school: School Guidance Designate</p>	<p>Career Pathing for Grade 10</p> <p>By: MR. ARNOLD M. JARABA am Supervisor in TLE Senior High Division Coordination</p>	<p>Career Pathing and Entrepreneurial Skills Orientation</p> <p>Mr. Arnold M. Jaraba Education Program Supervisor / SHS Div. Coordinator</p>



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<p style="text-align: center;">9:00 – 10:00 am</p>	<p style="text-align: center;">2:00 -3:00 pm</p>	<p style="text-align: center;">Career Pathing for Grade 6</p> <p style="text-align: center;">By: MR. ARNOLD M. JARABA Supervisor in TLE Senior High Division Coordination</p> <p style="text-align: center;">Speaker in school: School Head</p>	<p style="text-align: center;">Career Guidance Program for Grade 10</p> <p style="text-align: center;">By: DR. NELSON R. BELLO Education Program Supervisor in EsP/Guidance</p>	<p style="text-align: center;">Career Guidance Program for G12, Curriculum Exit & Career Portfolio Preparation</p> <p style="text-align: center;">Dr. Nelson R. Bello - EPS Education Program Supervisor EsP/Guidance</p>
<p style="text-align: center;">10:00 – 11:00 am</p>	<p style="text-align: center;">3:00 – 4:00 pm</p>	<ul style="list-style-type: none"> • Preparation for Junior High School K to 12 Program <p style="text-align: center;">By: MR. ARNOLD M. JARABA Supervisor in TLE Senior High Division Coordination</p> <p style="text-align: center;">Speaker in school: School Head</p>	<ul style="list-style-type: none"> • What is Senior High School? • Is Senior High School Really Necessary? • What are the Benefits of SHS? • SHS Tracks and Strands • SHS Curriculum Exits and Its Benefits: <ul style="list-style-type: none"> - Employment - Entrepreneurship - Higher Education - Middle Level Skills Development • Additional Expenses Voucher Program <p style="text-align: center;">By: Mr. Arnold M. Jaraba Education Program Supervisor</p>	<p style="text-align: center;">Tertiary Education Courses and University/College Admission</p> <p style="text-align: center;">By: University/ Colleges Representatives</p> <hr/> <p style="text-align: center;">Employment Readiness Orientation / Middle Skills</p> <p style="text-align: center;">TESDA/ DOLE / Industry/ Business Partners</p>



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11:00 – 11:30 pm	4:00 – 4:30 pm	Overview: Tertiary Education & Courses By: DR. NELSON R. BELLO Education Program Supervisor EsP/Guidance Speaker in school: School Guidance Coordinator	SHS Offerings of Private Schools From: CKC/LMA/STI/Calabrian and other partners	Passing the University Admission Test IQ Test /Aptitude Test By: Guidance Counselor Representative of HEI's
11:30 – 12:00	4:30 – 5:00 pm	Scholarships and Entrance Examination By: DR. NELSON R. BELLO Education Program Supervisor EsP/Guidance Speaker in school: School Guidance Coordinator	Comprehensive Sexuality Education (CSE) Sophia C. Monteron Nurse II OKY Philippines Nikki Ivy S. Dollado Nurse II	Comprehensive Sexuality Education (CSE) Sophia C. Monteron Nurse II OKY Philippines Nikki Ivy S. Dollado Nurse II
12:00 – 12:15 nn	5:00 – 5:15 pm	Closing Program Tribute to God Tribute to Country Impression (from students) Distribution of Certificates Next Steps – School CGP Coordinator		



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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 - TLE

Members:

Education Program Supervisors

Dr. Joy B. Saldana – EPS - Science
Dr. Erwin L. Purcia – EPS - English
Mrs. Lourdes L. Matan – EPS - Filipino
Mrs. Mercedita S. Garcia – EPS - MAPEH
Mr. Noel E. Sagayap – EPS - LR
Mr. Ricky S. Cano – EPS
Dr. Geraldine P Sumbise – EPS Dsg.

Health and Nutrition Section

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

Public Schools District Supervisors

Mrs. Nora G. Capetillo – C1 PSDS
Mrs. Alma Caber – 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. Ma. Teresa Simon – T1 PSDS
Mr. Elber Ongcal – T2 PSDS
Mrs. Ester Siozon – T3 PSDS



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

District Office - Calbayog City, Samar 6710
 Tel No. FLDT (055) 209-1639 | Globe (055) 533-9516 | Text: (055) 209-1639
 Website: www.depedcalbayog.gov.ph | Email: depedcalbayogcity@deped.gov.ph

CAREER GUIDANCE AND COUNSELING MONITORING/ASSESSMENT TOOL

Name of School: _____ District: _____

Name of School Head / Guidance Designate: _____

DIRECTION: Please answer each item by checking the number provided with the following descriptions:
 5=Superior/excellent 4=Very good 3=Good 2= Needs improvement 1 – Poor

1.GUIDANCE AND COUNSELING SERVICES	1	2	3	4	5	REMARKS
1.1.Planning and Organizing Service a. Conducted/Attended meetings (at least 2 per quarter) b. Organized a Guidance and Counseling Group c. Organized Peer Facilitator's Group						
1.2. Responsive Service: a. Career Guidance Program: a.1. Conducted/participated Division wide Career Guidance Week Culmination Program a.2. Monitored/participated/conducted school-based Career Guidance Week Celebration a.3. Conduced/participated Mass Training of Career Advocates/Guidance Support Staff for the Career Guidance Program Modules (by prescribed grade level). a.4. Conducted NCAE result interpretation a.4. Conducted Career Coaching (NCAE result) b. Conducted Jobs Fair						
1.3. Individual Planning a. Monitored/conducted Information/Orientation service, b. Conducted/referred Interest/aptitude/Psychological Test (as referred/requested) for placement and for counseling c. Monitored/Conducted Admission Service/Individual Inventory services: c.1. student's Personal Data Sheet available c.2.student's cumulative folder/portfolio is available/grade level						
1.4. Placement and Follow-up service a. Conducted/referred follow-up counseling as referred/requested b. Conducted placement test (referred/requested)						
1.5. System Support Service: a. Conducted/referred Counseling Service (as scheduled), b. Conducted/referred Classroom Behavioral Observation (As referred/as requested) c. Conducted Guidance and Counseling Orientation Program to administrators, teachers and students d. Attended counseling/coaching skills enhancement seminar/training e. Attended Guidance and Counseling Services Orientation Seminar f. Attended Peer Facilitator's Training of Trainers						

g. Attended Career Guidance Program Seminar/Training						
h. Attended training on Test Administration and Interpretation						
1.6. HOME AND FAMILY LINK CARE:						
a. Conducted home visitation						
b. Parent's Conference/coaching						
c. Parent's Orientation on Guidance and Counseling Services/career information drive						
2. PHYSICAL FACILITIES	1	2	3	4	5	
2.1. Guidance and Counseling Office is available						
2.2. Counseling cubicle is available						
2.3. Well ventilated office conducive for counseling, testing and other guidance and counseling related activities/services where confidentiality is provided and maintained.						
2.4. There is enough privacy in counseling room.						
2.5. There are reading and amusement materials while waiting for the counselor						
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						
3. HUMAN RESOURCE	1	2	3	4	5	
3.1. Guidance and Counseling Office in SDO/school is staffed with a licensed counselor as mandated by RA 9258.						
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)						
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:						
✦ Child Protection Policy						
✦ Anti-Bullying						
TOTAL						Description
AVERAGE						

Interpretations

- 4.51 – 5.00 – Excellent / Superior
- 3.51 – 4.50 – Very Good
- 2.51 – 3.50 – Good
- 1.51 – 2.50 – Need Improvement
- 1.00 – 1.50 – Poor

Suggestions/comments/Recommendations:

Our Office Comprehensive Guidance Program is available for your perusal. However, the implementation of some of its services incurred delays as of this year because of teaching load shedding.

Evaluator: _____

Checked:

NELSON R. BELLO, EdD
Div. Guidance Coordinator