



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 377 s. 2025

TO : Public Schools District Supervisors
Secondary/Elem School Heads (Public & Private)
Guidance/EsP/CGP Coordinators/Teachers
All Other Concerned

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

SUBJECT: **ACTIVITIES, TIMELINES, MODULES AND ASSESSMENT TOOLS
IN THE IMPLEMENTATION OF CAREER GUIDANCE PROGRAM
(CGP) TO GRADE 6, 10, 11 & 12 STUDENTS FOR SY 2025-2026**

DATE : **August 4, 2025**



1. Pursuant to DepEd Order No. 12, s. 2025 on School Calendar of Activities SY 2025-2026 thereby specifying the timeline of Career Guidance Implementation and DepEd Advisory BCD-CSDD-0-2022-3155 from the Office of Undersecretary for Curriculum and Instruction, this is to inform all secondary schools of the **“ACTIVITIES, TIMELINES, MODULES AND ASSESSMENT TOOLS IN THE IMPLEMENTATION OF CAREER GUIDANCE PROGRAM (CGP) TO GRADE 6, 10, 11 & 12 STUDENTS”** for SY 2025-2026.

2. This aimed the following:

- To guide schools in the implementation of CGP throughout the school year.
- To help students in choosing good career tracks that they intend to pursue towards becoming productive and contributing individuals.

3. Below is the implementation timeline, prescribed activities, and report to be prepared/submitted:

TIMELINE/ SCHEDULE	GRADE LEVEL INVOLVED	ACTIVITIES	REPORT/OUTP UT NEEDED
August 2025 to December 2025	Grade 10, 11 & 12	<ul style="list-style-type: none">Distribute and answer the CGP Module of G10, G11 & G12 (found in the CGP Teachers Guide) up to the end of Classes Link to Teacher's Guide/Modules (Note: Students' Activities already contained inside)	Answered/ completed all modules (by December, 2025)



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August 2025 to September 2025	Grade 10	<ul style="list-style-type: none"> Distribute and answer the Multiple Career Development Pathways (MCDP) Toolkit from SEAMEO Innotech Download Link: https://tinyurl.com/MCDP-MATATAG 	Answered/completed MCDP and submitted ACR to Division (by September 2025)
June 2025 to February 2026	Grade 11 & 12	<ul style="list-style-type: none"> Start of the compilation of Career Portfolio Link to Guideline: https://tinyurl.com/CGP-Portfolio 	Presentation of Completed Career Portfolio Output (by February 2026)
August 2025 to December 2025	Grade 10	<ul style="list-style-type: none"> “School-based Orientation of Students and Parents on SHS Tracks and Strands, Career Guidance Program and Career Portfolio (G10)” (Activities/Tasks, Target Outputs, Forms/Assessments & Timeline) Recommended Topics: SHS Program Offering, Voucher Program (Note: The Division shall attend and give topics on this activity). 	Submit Activity Completion Report (ACR) to Division
September 2025 to December 2025	Grade 6	<ul style="list-style-type: none"> “Division District-based Career Guidance Orientation to Grade 6 Learners” among 12 Districts 	Submit Activity Completion Report (ACR) to Division
October 2025 to February 2026	Grade 10 & 12	<ul style="list-style-type: none"> Division Culmination Activity or “Orientation on Career Guidance Program” to Grade 10 & 12 Students” Topics: Tertiary Education, Employment Readiness, Middle Level Kills, College Admission Portfolio gallery/presentation during Graduation of G12 	Career Portfolio
January 2026 to March 2026	Grade 12	<ul style="list-style-type: none"> School shall conduct of Grade 12 Review Classes for College Entrance Exam 	ACR

4. The **resource package** on the implementation of the Career Guidance Program can be downloaded at: <https://tinyurl.com/CGP-2024-2025>

5. Expenses relative to the implementation of the Career Guidance Program can be charged against Division Fund /School MOOE and other support funds subject to the existing accounting and auditing rules and regulations.

6. Immediate dissemination and strict compliance with this Memorandum are desired.



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 Schools Division Office - Calbayog City

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MANAGEMENT, MONITORING AND EVALUATION TOOLS ON THE IMPLEMENTATION OF SCHOOL GUIDANCE/CAREER 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
I. GUIDANCE AND COUNSELING SERVICES (70%)			
1.1.Planning and Organizing Service (5 pts)			
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	___
1.2. Responsive Service: (27pts)			
a. Career Guidance Program:			
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. Homeroom Guidance (HG) Classes conducted from KtoG10	4pts	- Classes Outputs	___
c. Multiple Career Development Pathways (MCDP) Toolkit answered by G10 Students	3pts	-Documentation & outputs of the students	___
1.3. Individual Planning (15 pts)			
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	___
1.4. Placement and Follow-up service (4 pts)			
a. Conducted/referred /requested follow-up counseling	2pts	-ACR/Referral Request	___
b. Conducted/referred/requested placement test	2pts	-ACR/Referral Request	___
1.5. System Support Service: (15 pts)			
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	—
1.6. Home and Family Link Care (4pts)			
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	—
2. PHYSICAL FACILITIES (25%)			
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	—
3. HUMAN RESOURCE (5%)			
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		—
3.3.2 Anti-Bullying	1pts	-Implementation ACR	—
AVERAGE			
Description			

Interpretations

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



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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

BCD-CSDD-O-2022-3155

ADVISORY

June 27, 2022

In preparation for S.Y. 2022-2023, the implementation of the Homeroom Guidance Program, Career Guidance Program, and Counseling and Referral System of Learners shall be in accordance with the implementation procedures issued in S.Y. 2021-2022. (DM-OUCI-2021-346 Homeroom Guidance (HG) during Crisis Situation for S.Y. 2021-2022, DM-OUCI-2021-347 Career Guidance Program for S.Y. 2021-2022, and DM-OUCI-2021-359 Counseling and Referral System of Learners for S.Y. 2021-2022)

As indicated in the aforementioned memoranda, the Edukasyon sa Pagpapakatao (EsP) Regional and Division Supervisors, together with the Guidance and Counseling in charge, shall lead the implementation of the programs. Schedules of orientation, implementation, monitoring, and evaluation shall be included in the regional, division, and school planning of activities.

For your guidance and reference.

A handwritten signature in black ink, appearing to read "DSAN", is written over the printed name of the Undersecretary.

DIOSDADO M. SAN ANTONIO
Undersecretary