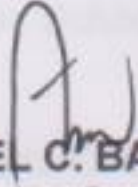




**MEMORANDUM**

**TO :** Asst. Schools Division Superintendent  
OIC-Chief Curriculum Implementation Division  
OIC-Chief Schools Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Schools Governance and Operations Division Personnel  
Senior High School Coordinators  
All Others Concerned

**FROM :**  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

**SUBJECT :** **DIVISION TRAINING ON THE IMPLEMENTATION OF GRADE 12 CAREER GUIDANCE PROGRAM (CGP) IN SENIOR HIGH SCHOOL**

**DATE :** April 30, 2018

Section 9 of Republic Act 10533 or the Enhanced Basic Education Act of 2012 states that, "To properly guide the students in choosing the career tracks that they intend to pursue, the DepEd, in coordination with the DOLE, the TESDA and the CHED, shall regularly conduct career advocacy activities for secondary level students."

And to actualize the thrusts of the Career Guidance Program, DepEd Antipolo shall conduct its Division Training on the Implementation of Grade 12 Career Guidance Program in Senior High School on **May 29-30, 2018** at Loreland Farm Resort, Antipolo City.

The participants of this training are expected to:

- Identify the content standards and competencies for the different modules of CGP for Grade 12
- Determine the various strategies and techniques to be utilized for the suggested activities in the modules of CGP for Grade 12
- Craft an action plan for the implementation of CGP for Grade 12

Expenses to this **Live-in Training** shall be charged against the BHROD 2017 Fund subject to the usual auditing and accounting rules and procedures.

Attached herewith are the following enclosures as reference.

- Enclosure 1: Working Committee
- Enclosure 2: Training Matrix
- Enclosure 3: List of Participants (allotment)
- Enclosure 4: Programme

In preparation for the training, there will be a **meeting of the Facilitators and Technical Working Committee on May 16, 2018 at the Division Conference Room at 10:00 AM.**

Immediate dissemination on and strict compliance of to this Memorandum is desired.

UM - 195, 4.2018  
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### EXECUTIVE COMMITTEE

#### Chairperson

Dr. Rommel C. Bautista, CESO V  
Schools Division Superintendent

#### Vice-Chairperson

Dr. Gloria C. Roque  
OIC-Asst. Schools Division Superintendent

#### Members

Mr. Anselmo C. Celeste Jr., OIC-Chief SGOD  
Mr. Lito A. Palomar, OIC-Chief CID  
Mrs. Cristina C. Salazar, EPS-English/Division SHS Coordinator  
Mrs. Arlene L. Tayona, SEPS-HRD  
Ms. Gayle J. Malibiran, EPS II-HRD/Division YFP Coordinator

### Technical Working Committee

Committee	Person/s In-Charge	Terms of Reference
Registration and Attendance	<ul style="list-style-type: none"> <li>Raymond Villaraza, Division Administrative Assistant</li> <li>Muntindilaw NHS CGP Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all attendees sign the Attendance Sheets and Directory Forms</li> <li>Retrieve and submit all fully accomplished Attendance Sheets, Meal Attendance and Directory Forms</li> </ul>
Logistics	<ul style="list-style-type: none"> <li>Kaysakat NHS CGP Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all materials are properly allocated and made available for the use of persons concerned</li> </ul>
Program and Invitation Certificates	<ul style="list-style-type: none"> <li>Mayamot NHS CGP Coordinator</li> <li>Rizza NHS CGP Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Facilitate the opening and closing program including the AVP and other presentations needed</li> <li>Prepare and distribute programs, invitations and certificates (participation, recognition and appreciation)</li> </ul>
Technical and Physical Arrangement Post-Program Keep Up	<ul style="list-style-type: none"> <li>Calawis NHS CGP Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Prepare the event venue</li> <li>Assist in the clean up after the program</li> <li>Ensure the availability of the projector, sound system and other ICT equipment needed</li> </ul>
Health and Wellness	<ul style="list-style-type: none"> <li>Ms. Elaine A. Calacday, Division Nurse</li> </ul>	<ul style="list-style-type: none"> <li>Monitor the wellness of the participants</li> </ul>
Monitoring and Evaluation	<ul style="list-style-type: none"> <li>Mrs. Flordeliza O. Mendiola, EPS II-HRD</li> </ul>	<ul style="list-style-type: none"> <li>Prepare the monitoring tool to be utilized for</li> </ul>

	<ul style="list-style-type: none"> <li>San Roque NHS CGP Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>the training</li> <li>Consolidate the results of the participants' evaluation</li> <li>Present the results of the training program evaluation during the closing program</li> </ul>
Class Manager	<ul style="list-style-type: none"> <li>Mrs. Arlene L. Tayona, SEPS-HRD</li> </ul>	<ul style="list-style-type: none"> <li>Document the significant events that transpire in the class</li> <li>Submit post-event evaluative and pictorial report</li> <li>Assist in the conduct of the sessions as run by the facilitators</li> <li>Ensure organized and smooth flow of the training program</li> <li>Facilitate management concerns</li> </ul>
Monitoring Officials/ Process Observers	<p>Day 1:</p> <ul style="list-style-type: none"> <li>Dr. Nimrod A. Tupas</li> <li>Mrs. Vivienne C. Martinez</li> <li>Ms. Luz C. Cayanong</li> <li>Ms. Marilou M. Lico</li> </ul> <p>Day 2:</p> <ul style="list-style-type: none"> <li>Ms. Marilyn D. Zapanta</li> <li>Mrs. Jocelyn A. Perez</li> <li>Mrs. Jennie G. Casauay</li> <li>Dr. Emily E. Concio</li> </ul>	<ul style="list-style-type: none"> <li>Observe and give feedback on the conduct of the training</li> <li>Check the attendance of the teachers in their respective districts</li> <li>Assist in ensuring quality standards</li> </ul>
Facilitators	<ul style="list-style-type: none"> <li>Mr. Mark Anthony N. Iradiel, Dela Paz NHS</li> <li>Mrs. Ma. Morena C. Acheron, San Isidro NHS</li> <li>Mrs. Ma. Rosario W. Carson, San Jose NHS</li> <li>Mrs. Christine Bajo, Dalig NHS</li> <li>Mrs. Esperanza Consuelo, MLGMNHS</li> <li>Ms. Carla Margarita C. Arce, San Juan NHS</li> <li>Mrs. Eleonor Ann R. Sierra, ANHS</li> <li>Ms. Gayle J. Malibiran, EPS-II HRD/Division YFP Coordinator</li> <li>Dr. Arnel T. Buena, EPS-Edukasyong Pagpapakatao</li> </ul>	<ul style="list-style-type: none"> <li>Deliver the modules as guided by the session guides</li> <li>Bring laptop, speaker and other materials needed in the session to be handled</li> <li>Facilitate learning of the participants</li> <li>Coordinate with the TWG on matters concerning the conduct of the training</li> <li>Assist in the delivery of the training program</li> </ul>





**DIVISION TRAINING ON THE IMPLEMENTATION OF GRADE 12 CAREER GUIDANCE PROGRAM (CGP) IN SENIOR HIGH SCHOOL**

	Senior High School	No. of Participants	Member of Technical Working Committee or Facilitator	Total
1	Antipolo City Senior High School	4	1 Facilitator	5
2	Dela Paz NHS	4	1 Facilitator	5
3	San Jose NHS	4	1 Facilitator	5
4	Mayamot NHS	4	1 TWG	5
5	Maximo L. Gatlabayan Memorial NHS	4	1 Facilitator	5
6	Dalig NHS	4	1 Facilitator	5
7	Marcelino NHS	4		4
8	San Isidro NHS	4	1 Facilitator	5
9	San Roque NHS	4	1 TWG	5
10	San Juan NHS	2	1 Facilitator	3
11	Canumay NHS	2		2
12	Rizza NHS	2	1 TWG	3
13	Kaysakat NHS	2	1 TWG	3
14	Old Boso-boso NHS	2		2
15	Calawis NHS	2	1 TWG	3
16	Muntindilaw NHS	2	1 TWG	3
	<b>Total</b>	<b>50</b>	<b>13</b>	<b>63</b>



**DIVISION TRAINING ON THE IMPLEMENTATION OF GRADE 12 CAREER GUIDANCE PROGRAM (CGP) IN SENIOR HIGH SCHOOL**

Opening Program	Closing Program
National Anthem	Nationalistic Song
Prayer	Prayer
CALABARZON March Mabuhay Rizal Antipolo Hymn	M & E Report
Welcome Remarks      Mr. Anselmo C. Celeste Jr. OIC-Chief SGOD	Impression
Presentation of Participants	Challenge
Message	Acceptance of Challenge
Dr. Rommel C. Bautista, CESO V Schools Division Superintendent	Awarding of Certificates
Statement of Purpose      Ms. Gayle J. Malibiran EPS II-HRD/ Div. YFP Coordinator	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent
	Mrs. Cristina C. Salazar EPS-English/ Senior High School Coordinator
	Mr. Anselmo C. Celeste Jr. OIC-Chief SGOD
	Closing Remarks      Mrs. Cristina C. Salazar EPS-English/ Senior High School Coordinator