




CITY SCHOOLS DIVISION OF ANTIPOLO CITY

MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
OIC Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Public Schools District Supervisors
Senior High School Coordinators/Principal
Secondary School Heads
Career Guidance Coordinators
All Others Concerned

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

SUBJECT : **IMPLEMENTATION OF CAREER GUIDANCE PROGRAM**

DATE : September 25, 2018

In compliance to DepEd Order No. 41 s. 2015 entitled Senior High School Career Guidance Program and Early Registration and DepEd Memorandum No. 165 s. 2017 entitled Implementation of Grade 11 Career Guidance Program for School Year 2017-2018, this office requests all secondary and senior high schools to submit their documentation and activity reports on or before October 30, 2018. (*Attention: GAYLE J. MALIBIRAN, EPS II-HRD/Division YFP Coordinator*). Templates to be used are attached herewith.

The School CGP Coordinator will prepare the report, noted by the SH Coordinator/Principal. Only the consolidated report for Grades 10, 11 and 12 will be submitted to this office. CGP Coordinators are requested to ensure the accuracy and integrity of the report to be submitted. Results of which will be used as baseline data for the improvement of the program.

Immediate and widest dissemination of this Memorandum is desired.

UM - 459, S-2018



END OF PROGRAM EVALUATION REPORT FOR CAREER GUIDANCE IMPLEMENTATION

School: _____

CGP Program: Grade 10: _____ Grade 11: _____ Grade 12: _____

Instructions: Indicate your rating by putting a check (✓) in the box corresponding to your answer regarding the extent of CGP Implementation in your school. **IF** stands for Implemented Fully, **IVS** stands for Implemented Very Satisfactorily, **IA** for Implemented Adequately, **IM** for Implemented Moderately, and **NI** for Not Implemented.

Program Delivery	IF	IVS	IA	IM	NI
1. CGP is carried out accordingly based on the implementing guidelines/policies from the central, regional or division office.					
2. Suggested activities are localized to fit the needs of the learning situation.					
3. Technical working committee with clear delineation of roles and responsibilities is established to facilitate the CGP implementation.					
4. Pertinent matters on the implementation of CGP are properly coordinated and communicated for appropriate action with all concerned persons/offices.					
5. A program design for pre, during and post implementation is crafted to ensure the sustainable and effective delivery of the CGP.					

Involvement	IF	IVS	IA	IM	NI
1. Active involvement of parents is elicited through their regular participation and inputs in CGP related activities.					
2. Collaboration and support are extended by teachers in the implementation of the CGP.					
3. Advocacy campaigns are necessitated by the school administrators.					
4. External partnerships and linkages are established to create synergy with the community.					
5. Shared responsibility and accountability are manifested by parents, teachers, school administrators and the community to uphold the thrusts of CGP.					

Logistics	IF	IVS	IA	IM	NI
1. A wholesome and encouraging physical learning environment for students is created.					
2. Instructional materials are made available for use.					
3. Schedule and time table are designed to facilitate the CGP implementation.					
4. Provisions for financial and/or human resources are allocated for the conduct of CGP.					
5. Immediate and reactive support system is provided to address concerns that arise regarding matters on CGP implementation.					

Assessment and Impact	IF	IVS	IA	IM	NI
1. Monitoring and evaluation mechanisms for the CGP are conducted to ensure that it is implemented as planned.					
2. Activities conducted are properly documented and reports are promptly submitted to the concerned person/office.					
3. Student performance and response to CGP activities are regularly assessed and utilized as feedbacks to extend assistance as deemed fit.					
4. CGP is conducted to create more educated and well-guided students in choosing their career path.					
5. Implementation of CGP led to a culture of supportive and responsive learning environment for career guidance advocates.					



PROGRAM IMPLEMENTATION REPORT FOR CAREER GUIDANCE IMPLEMENTATION

School: _____

CGP Program: Grade 10: _____ Grade 11: _____ Grade 12: _____

Instructions: Give the needed information.

		M	F	TOTAL
Number of Learners Involved				
Number of Teachers Involved (Those who had an active role for the CGP implementation like those who actually handled classes, participated in advocacy campaign, etc.)				
Problems Encountered	1.			
	2.			
	3.			
Best Practices	1.			
	2.			
	3.			
Suggestions to Improve the Program	1.			
	2.			
	3.			

Please provide pictures for the Best Practices. Other supporting documents may also be attached such as narrative reports and schedule of activities.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Gate 2 Karangalan Village
1900 Cainta, Rizal



TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL PROJECT DEVELOPMENT OFFICERS I
ALL YOUTH FORMATION PROGRAM COORDINATORS
ALL OTHERS CONCERNED

FROM : DIOSDADO M. SAN ANTONIO
Director IV

SUBJECT : IMPLEMENTATION OF CAREER GUIDANCE PROGRAM

DATE : September 19, 2018

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1. In compliance to DepEd Order No. 41 s., 2015 entitled **SENIOR HIGH SCHOOL CAREER GUIDANCE PROGRAM AND EARLY REGISTRATION** and DepEd Memorandum No. 165 s., 2017 entitled **IMPLEMENTATION OF GRADE 11 CAREER GUIDANCE PROGRAM FOR SCHOOL YEAR 2017-2018**, the Schools Division Offices shall ensure the continuous implementation of the program in Grades 10 to 12.
2. All Project Development Officers I of the Youth Formation Program are instructed to monitor the implementation of this activity and provide guidance to the schools.
3. Documentation and other activity reports of the schools relative to this activity shall be consolidated by the Division YFP Coordinator and shall be submitted in PDF file to Mr. Neil B. Evangelista, Regional Youth Formation Coordinator at neil.evangelista@deped.gov.ph
4. Expenses relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Widest dissemination of this Memorandum is earnestly desired.