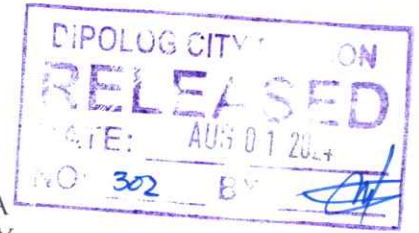




Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DIPOLOG CITY  
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION  
[YOUTH] LEARNER FORMATION UNIT



August 1, 2024

**DIVISION MEMORANDUM**

No. 302, s. 2024

**ORIENTATION AND WORKSHOP ON CAREER GUIDANCE PROGRAM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads of Public Secondary Schools  
Guidance and Advocacy Teacher Coordinators

1. Pursuant to OUOPS Memorandum No. 2023-03-8149, this Division supports the MATATAG agenda of making the curriculum relevant to produce, job-ready, active, and responsible citizens, and taking good care of our learners by promoting learner well-being, inclusive education, and a positive learning environment. Further, the SGOD-Learner Formation Unit, in collaboration with the Curriculum Implementation Division, are given the task to spearhead the implementation of Career Guidance Program (CGP) at the Division level, including the conduct of training, assessment, and certification of teachers as designated career advocates.
2. Anent this, SGOD – Learner Formation Unit will conduct a divisionwide orientation and workshop on the Career Guidance Program on the **August 3, 2024, from 8:00 a.m. to 5:00 p.m. at Top Plaza Hotel, Dipolog City.**
3. This activity aims to capacitate the participants on the guidelines relative to the supervision and implementation of DepEd Career Guidance Program which set the overall management and implementation of appropriate support and programs for all types of learners in choosing their career paths after graduating from the K to 12 curricula.
4. Enclosed are the Indicative Program of Activities (Enclosure 1) and List of Participants (Enclosure 2).
5. School heads are required to pre-register the names of their participants using their official DepEd Email in this link: <https://forms.office.com/r/B205Vbt6zd>. The pre-registration will close on August 2, 2024, at 6 p.m.



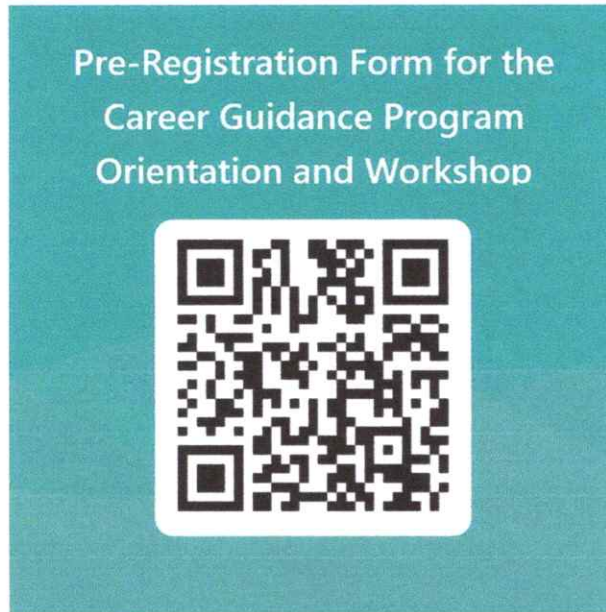
Address: Purok Farmers, Olingan, Dipolog City  
Email: [youthformation.dipolog@deped.gov.ph](mailto:youthformation.dipolog@deped.gov.ph)  
Website: [www.depeddipolog.net](http://www.depeddipolog.net)  
Facebook: DepEd Dipolog Youth Learner Formation Unit



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6. Alternate QR Code for the pre-registration link:



7. Participating teaching and non-teaching personnel shall be entitled to service credits/compensatory overtime credits.
8. Traveling expenses to/from the venue shall be charged to School Maintenance and Other Operating Expenses (MOOE) or other funds subject to the usual accounting and auditing rules and regulations.
9. For questions and concerns on this subject, please contact the Division Learner Formation Focal Persons: Cielbert E. Dondoyano Jr. at 0956-590-9773; and Andrew Homil G. Elumbaring at 0995-163-5116.
10. For immediate dissemination.

**MA. LIZA R. TABILON EdD, CESO VI**  
Schools Division Superintendent



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Enclosure 1: **INDICATIVE PROGRAM OF ACTIVITIES**

<b>MORNING</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
8:00 AM- 8:30AM	Registration	
8:30AM – 9:00AM	National Anthem Opening Prayer	<b>AVP AVP</b>
	Welcome Message	<b>Ma. Liza R. Tabilon EdD, CESO V</b>
	Statement of Purpose	<b>Amelinda D. Montero DM</b>
9:00AM – 9:30AM	Pre-Test Activity	
9:30AM – 9:45AM	School-level Implementation of LRP & LF Programs	<b>Andrew Homil G. Elumbaring CPA</b>
9:45AM – 10:30AM	Career Guidance Legal Bases	<b>Rambelle C. Flores JD, RGC</b>
10:30AM – 10:45AM	Break	
10:40AM – 11:45AM	Guidance Services in School	<b>Melissa Ebuña RGC</b>
11:45AM – 1:00PM	LUNCH BREAK	
<b>AFTERNOON</b>	<b>ACTIVITY</b>	<b>PERSON-IN-CHARGE</b>
1:00PM – 2:30PM	Implementation of Career Guidance Program	<b>Leah Dannielle B. Sumondong LPT, RGC</b>
2:30PM – 3:30PM	Workshop for the Electronic Resources - Online Student Profile - Curriculum Tracking Exits System	
3:30PM – 4:00PM	Post – Test	
4:30PM – 5:00PM	Giving of Certificates	<b>Nur N. Hussien DM</b>
	Closing Message	



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Enclosure 2: **LIST OF PARTICIPANTS**

<b>NAME</b>	<b>SCHOOL</b>	<b>REMARKS</b>
1. Guidance and Advocacy Teacher-Coordinators	<b>One (1) each Secondary School</b>	<i>Total of 16 Guidance and Advocacy Teacher-Coordinators</i>
2. Male Teacher Career Advocates	<b>One (1) each Secondary School</b>	<i>Total of 16 Male Teacher Career Advocates</i>
3. Female Teacher Career Advocates	<b>One (1) each Secondary School</b>	<i>Total of 16 Female Teacher Career Advocates</i>
4. Rambelle C. Flores JD, RGC	SDO	<i>Resource Speaker</i>
5. Melissa Ebuña RGC	ZNNHS	<i>Resource Speaker</i>
6. Leah Dannielle B. Sumondong LPT, RGC	ZNNHS Turno	<i>Resource Speaker</i>
7. Miaflor Ogarte RGC	ZNNHS	<i>TWG</i>
8. Andrew Homil G. Elumbaring CPA	SDO	<i>TWG</i>
9. Cielbert E. Dondoyano Jr.	SDO	<i>TWG</i>