




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region V (Bicol)  
SCHOOLS DIVISION OFFICE OF CATANDUANES  
Virac, Catanduanes



Email Address: [catanduanes@deped.gov.ph](mailto:catanduanes@deped.gov.ph) / [catanduanesdiv15@gmail.com](mailto:catanduanesdiv15@gmail.com)  
Website: [www.deped.gov.ph/catanduanes](http://www.deped.gov.ph/catanduanes) Tel. No.: (052) 811-4063

Division Memo No. 241 s. 2019

TO : Public Schools District Supervisors  
Secondary School Heads  
All other concern

FROM :   
SOCORRO V. DELA ROSA, CESO V  
Schools Division Superintendent

SUBJECT: **Reiteration of Guidelines on the conduct of Career Guidance Program Module**

DATE : July 26, 2019

**RELEASED**

DepEd, Division Office of Catanduanes  
RECORDS SECTION  
Date JUL 29 2019  
Time: 9:00 AM  
Initial/Signature: [Signature]

1. This is in consonance with unnumbered DepEd Memorandum no.41 s. 2015 and D.M. no. 165 s,2017 and D.M no. 169 s. 2018 re: Guidelines in the conduct of Career Guidelines Modules for Grade 10, 11 and 12.
2. Career Guidance program(CGP) Modules were rolled out Province wide during the Division roll out of Teachers, Career Guidance and Career Advocates per Division Memorandum no.121 s. 2018.
3. The SHS CGP Modules (Grade 10,11,12) shall continue to be delivered by the class adviser or career advocate every third week of the month starting July of every school year.
4. The class adviser or career advocate shall include the delivery of the CGP Modules in the School Teacher's Program. It shall be considered one (1) teaching load, provided that it does exceed six (6) hours of actual teaching a day consistent with DepEd Order No.16, series 2009.For actual classroom teaching in excess of eight (8) hours done within the school premises, vacation service credits shall be granted in lieu additional compensation or overtime pay, as per DepEd Order No.53, s. 2003.
5. The schools are enjoined to deliver four modules each semester for Grade 11 and 12. CGP module for grade 10 which consist only of three modules that should be done in the first semester. (See **enclosure of detailed schedule**). These modules were given to all participants during the division rollout last July and November 2018. Likewise, modules are downloadable from the Learning Resources Management and development Center (LRMDS), consist module 1 to 4 for the first semester and module 5 to 8 for the second semester. Should there be different class advisers for the first and second semesters, close coordination between advisers concerned shall be ensured.
6. The schools shall conduct an orientation of grade 10 and SHS class advisers and teachers on the implementation of the CGP Modules.
7. The enclosed CGP Monitoring Form (enclosure 2) shall be accomplished and submitted in accordance with the following:
8. Expenses related to the conduct of the Career Guidance Program shall be charged to local funds or School Maintenance and Other Operating Expenses(MOOE) subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of this memorandum is desired.

**Enclosure 1**

**Career Guidance Program Modules Monitoring Tool**

<b>Name</b>	
<b>Region</b>	
<b>Division</b>	
<b>School</b>	
<b>Gr. Module No.</b>	
<b>Date Conducted</b>	

**Instructions:** Indicate your rating for the following items by putting a check (/) in the box corresponding to your answer. SA for Strongly Agree, A for Agree, D stands for Disagree, SD stands for Strongly Disagree.

**1. Learning Objectives**

<b>Items</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>
1. The objectives of the modules are clearly stated.				
2. The objectives of the modules are specific, achievable and relevant.				
3. The objectives of the modules are achieved at the end of the session.				
4. The content of the modules is suited to the learners' age, gender, and interests that it become relevant to their lives.				
5. The learning competencies and degrees of difficulty of activities in the modules fits with the learners' skills and abilities.				
6. The expected results/ outputs of the module are achieved and manifested.				
7. The activities of the modules considers individual differences and uniqueness.				

Enclosure II - A

### GRADE 10 CAREER GUIDANCE TIMETABLE

DATE	ACTIVITIES
August 19 – 23 2019	Conduct of Module 1
August 26 - August 30, 2019	Conduct of Module 2, session 1
September 2 – 6, 2019	Conduct of Module 2, session 2
September 9 - 13, 2019	Conduct of Module 3
September 16 – 20, 2019	Career Guidance Week (SHS videos can be viewed during this time.)
September 6, 2019	Parent – Teacher Conference
October 1– 4, 2019	SHS Early Registration
October 6– 11, 2019	Consolidating of SHS Early Registration for Submission to D.O. Encoding of SHS Early Registration

NOTE: Every 4<sup>th</sup> week of July is Career Guidance Advocacy Week

**SUGGESTION:**

*Schedule was encourage in tarpaulin to post in their school their SHS track/strand offerings, subjects of each track/strand can be included to facilitate students in choosing their SHS track/strand preferences.*

closure II-B

## SHS CAREER GUIDANCE TIMETABLE

### First Semester

DATE	ACTIVITY	CGP MODULE		Responsible Person
		11	12	
07/19/2019	Module 1	/	/	Class Adviser/Career Advocate
08/14/2019	Module 2	/	/	Class Adviser/Career Advocate
08/23/2019	Module 3	/	/	Class Adviser/Career Advocate
09/20/2019	Module 4	/	/	Class Adviser/Career Advocate
10/21/2019	Submission of Monitoring and Evaluation Form	/	/	Guidance Counselor/designate

### Second Semester

DATE	ACTIVITY	CGP MODULE		Responsible Person
		11	12	
11/22/2019	Module 5	/	/	Class Adviser/Career Advocate
12/20/2019	Module 6	/	/	Class Adviser/Career Advocate
01/25/2020	Module 7	/	/	Class Adviser/Career Advocate
02/22/2020	Module 8	/	/	Class Adviser/Career Advocate
03/07/2020	Submission of Monitoring and Evaluation Form	/	/	Guidance Counselor/designate

Enclosure 1

**Comments/ Suggestions/ Recommendations**

Instructions: In 3 -5 sentences, answer the given questions below. Write your answers on the blank provided.

1. What are the best features of the content of the module? Why?

---

---

---

---

---

---

---

---

---

---

2. Which features of the content of the module needs further improvement? How could we improve them?

---

---

---

---

---

---

---

---

---

---

3. Other comments and suggestions

---

---

---

---

---

---

---

---

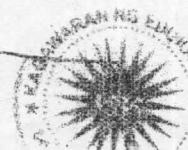
---

---

NOTED BY:

---

PREPARED BY:



Enclosure 1

II. Learning Content

111. Organization

Items	SA	A	D	SD
8. The module is well organized in terms of content and flow.				
9. The activities in the module are sequenced in a 10 logical manner.				
10. The time given in conducting the module is sufficient or enough.				

IV. Learning Experience

Items	SA	A	D	SD
11. The activities are completely aligned with the set of objectives.				
12. The activities are responsive to the needs of the learners as they choose their tracks in Senior High School.				
13. The activities are easy to conduct and relevant to their lives.				
14. Provisions of materials makes learning process and meaningful for the learners.				

