



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 26, 2021

REGIONAL MEMORANDUM

No. **008398**, s. 2021

**SUBMISSION OF REPORTS ON THE IMPLEMENTATION
OF CAREER GUIDANCE PROGRAM**

To: Schools Division Superintendents
All Others Concerned

1. Attached is a DepEd Advisory from the Office of the Undersecretary for Curriculum and Instruction dated July 21, 2021, requiring the submission of the monitoring and evaluation reports on the implementation of Homeroom Guidance Program on the following dates to the indicated email addresses:

| Title | Dates | Link/Email Add |
|---|-----------------|---|
| ➤ School Career Guidance Implementation Report (see ANNEX C of DM-OUCI-2021-015) | August 6, 2021 | To be assigned by the Division Supervisor In-charge of Career Guidance |
| ➤ Division Homeroom Guidance Monitoring and Evaluation Report (see ANNEX D of DM-OUCI-2021-015) | August 20, 2021 | clmd.region8@deped.gov.ph |
| ➤ Consolidated Regional Homeroom Guidance Monitoring and Evaluation Report (see ANNEX E of DM-OUCI-2021-015) | August 31, 2021 | https://bit.ly/RegCareerReport |

2. The template for the Division Consolidated Report on the implementation of Career Guidance is attached as enclosure for easy reference.

3. Prior to the presentation of the reports to the Central Office, a conference with the Division Supervisors in Edukasyon sa Pagpapakatao shall be conducted on July 30, 2021 at 8:00 o'clock in the morning via Google Meet.



4. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

CLMD-ACA

Enclosures: Report of the Implementation of Career Guidance

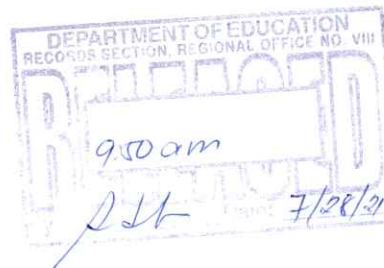
References: As stated

To be indicated in the Perpetual Index under the following subjects:

EVALUATION

CAREER GUIDANCE

MONITORING



Inclosure : Regional Memorandum No. 398 s. 2021

REPORTS ON THE IMPLEMENTATION OF CAREER GUIDANCE PROGRAM

School Year 2020-2021

DIVISION: _____

I. PROFILE:

- ✚ Total Enrolment: JHS: Male ____ Female ____ Total ____
SHS: Male ____ Female ____ Total ____
- ✚ Total No. of Schools:
 - b. Junior High School (7-10)- _____
 - c. Senior HS : (11-12) _____
- ✚ Total No. of School Heads: Male ____ Female ____ Total ____
- ✚ Total No. of Teachers :
 - a. JHS : Male ____ Female ____ Total ____
 - b. SHS : Male ____ Female ____ Total ____

II. Indicators on the Implementation of Career Guidance Program

| Areas Monitored | 90% - 100% participation of stakeholders • adherence to the guidelines / evident best practices • timeliness and quality delivery of services • outstanding evaluation results after each activity (OUTSTANDING) | 80 % - 89% participation of stakeholders adherence to the guidelines / evident best practices • timeliness and quality delivery of services • very satisfactory evaluation results after each activity (VERY SATISFACTORY) | 70% -79% participation of stakeholders • Adherence to the guidelines • timeliness and quality delivery of services • satisfactory evaluation results after each activity (SATISFACTORY) | 60% - 69% participation of stakeholders • Minimal compliance to the guidelines • timeliness and quality delivery of services • Satisfactory evaluation results after each activity (NEEDS IMPROVEMENT) | 59% below – participation of stakeholders • non-compliance to the guidelines • timeliness and quality delivery of services • poor evaluation results after each activity (POOR) |
|--|---|--|--|---|--|
| 1. Career Guidance Curriculum Consultation | | | | | |
| 2. Career Guidance Learning Activity Plan | | | | | |
| 3. Career Consultation and Counseling | | | | | |
| 4. Curriculum Exit tracking | | | | | |

III. Analysis : (Result of the monitoring of the 4 areas of concern)



IV. Challenges/Implementation Measures: (Focus on the 4 Areas of concern)

V. Best Practices in the Implementation:

VI. Recommendation/Ways Forward/ Plan

VII. ANNEXES : Pictorials

Submitted by :

EPS in EsP

Verified:

Noted:

Schools Division Superintendent

CID Chief



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BCD-CSDD-O-2021-2499

ADVISORY
July 21, 2021

In reference to DM-OUCI-2021-015 Career Guidance Program (CGP) for S.Y. 2020-2021, please be reminded on schedule below relative to the submission of report on the implementation of Career Guidance:

| Date | Activity | Link for Submission |
|-----------------|---|---|
| August 6, 2021 | Submission of School Career Guidance Implementation Report (see Annex C of DM-OUCI-2021-015) | To be assigned by the Division Supervisor In-Charge of Career Guidance |
| August 20, 2021 | Submission of Division Career Guidance Implementation Report (see Annex D of DM-OUCI-2021-015) | To be assigned by the Regional Supervisor In-Charge of Career Guidance |
| August 31, 2021 | Submission of Regional Career Guidance Implementation Report (See Annex E of DM-OUCI-2021-015) | https://bit.ly/RegCareerReport |

For your guidance and reference.


DIOSDADO M. SAN ANTONIO
Underscretary

*Opd mail
7/23/21*




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Department of Education
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BCD-CSDD-O-2021-2194

MEMORANDUM
DM-OUCI-2021-00 **15**

TO : Minister, MBHTE-BARMM
Regional Directors
Bureau and Service Directors
Schools Division Superintendents
Public Secondary School Heads
All Others Concerned

FROM :  **DIOSDADO M. SAN ANTONIO**
Undersecretary

SUBJECT : Career Guidance Program (CGP) for S.Y. 2020 – 2021

DATE : January 18, 2021

1. The Department of Education (DepEd) issues the enclosed Career Guidance Program for S.Y. 2020 – 2021 which aims to establish guidelines and procedures in its implementation.
2. The Career Guidance Program aims to guide the secondary level students in choosing career tracks that they intend to pursue through informed career choices towards becoming productive and contributing individuals as stated in RA 10533 otherwise known as the Basic Education Act of 2013.
3. The guidelines and procedures shall guide all stakeholders in planning, implementation, monitoring and evaluation of the Career Guidance Program for S.Y. 2020 -2021.
4. This guideline is issued pursuant to the Memorandum from the Office of the Undersecretary for Administration (OUA) No. 00-0520-0030 s. 2020, issued in May 2020, and the Joint Memorandum issued on September 21, 2020 by OUA the Office of the Undersecretary for Curriculum and Instruction (OUCI) and the Office of the Undersecretary for Field Operations (OUFO) on the Announcement of the Transfer of Management and Supervision of the Career Guidance Program to Curriculum and Instruction Strand, hence, the issuance of this Guidelines on the Implementation of the Career Guidance Program (CGP) for S.Y. 2020-2021.



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5. This policy shall be implemented in all public secondary schools nationwide for S.Y. 2020 – 2021.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.



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(Enclosure to DM-OUCI-2021-_____)

Guidelines on the Implementation of the Career Guidance Program for SY 2020-2021

I. Rationale

1. Republic Act No. 11206 otherwise known as the Secondary Career Guidance and Counseling Act of 2019 aims to a) to institutionalize a career guidance and counseling program for students in all public and private secondary schools nationwide in order to provide them proper direction in pursuing subsequent tertiary education;(b) to equip secondary education students with the capability to make educated career decisions and expose them to relevant labor markets; and (c) to ensure graduates of tertiary education meet the requirements of the government, industry, and the economy.
2. The Implementing Rules and Regulations of the Basic Education Act of 2013 Rule V states that the Department of Education (DepEd) is mandated to properly guide the secondary level students in choosing career tracks that they intend to pursue through informed career choices towards becoming productive and contributing individuals, through (a) integration of career concepts in the curriculum and undertake teaching in relevant learning areas; (b) conduct of career assessments;(c) conduct of regular career advocacy activities; (d) conduct of continuous professionalization and capacity building of guidance counselors, career advocates, and peer facilitators;(e) development or accreditation of training programs on career advocacy; (f) establishment of a career advocacy unit and provide adequate office space in high schools; and (g) designation of guidance supervisors at the division level and career advocates at the school level.
3. In view of the above, this Memorandum aims to establish guidelines and procedures that will guide all stakeholders in planning, implementation, monitoring and evaluation of the Career Guidance Program for S.Y. 2020 -2021.

II. Scope

These guidelines on the implementation of the Career Guidance Program shall be applicable for all public secondary schools for S.Y. 2020 – 2021.

III. Definition of Terms

- a. **Career Guidance Program** - is designed to help the learners in exploring their choices and in making responsible decisions relevant to career pathing. These include planning for their track and strand for Senior High School, choosing their curriculum exits (Higher Education, Employment, Entrepreneurship and Middle Level Skills Development) and planning for their future.



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- b. **Career Development Domain** - pertains to all occupational and world of work-related concerns and issues of learners. This involves the acquisition of skills, attitudes and knowledge that enable them to make successful transition from school to the world of work, and from job to job across the life span. This includes but not limited to learners' discovery of their interests, talents and skills, decision-making, problem-solving, planning and in exploring their career options and opportunities (based on DM 155 s. 2020)
- c. **Homeroom Guidance** - is a comprehensive, developmental and proactive program designed to equip K to 12 learners with life skills on three domains: Academic Development, Personal and Social Development and Career Development. (based on DM 155 s. 2020)
- d. **Career Guidance Portfolio** - is a collection of learner's output (in hard copy or electronic) showing his/her progress in career development domain competencies. This may include summary of assessment taken, journal, activity sheets and other relevant output.
- e. **Curriculum Exits** - refer to higher education, employment, entrepreneurship, and middle level skills development.

IV. Policy Statement

DepEd issues this guideline to ensure proper implementation of Career Guidance Program for S.Y. 2020 – 2021. This policy aims to:

- a. ensure the continuity of the career development process;
- b. employ systematic set of activities and procedures in the implementation of the career guidance program; and
- c. support mechanisms that contribute to the attainment of Department's career guidance program.

V. Guidelines

The Department of Education with its strong commitment to deliver quality education, the following are the specific components of the Career Guidance Program for S.Y. 2020 – 2021 shall be governed and guided by the following guidelines:

1. Career Guidance Program

- a. **Career Guidance Orientation** aims to provide relevant information on the guidelines, procedures and activities related to career guidance program. For this year, all career guidance orientations shall be held online or through other modalities compliant to the health and safety standards of Inter-Agency Task Force (IATF).



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| Activity | Schedule | Lead Office |
|--|-------------------|---|
| National Orientation on Career Guidance Program for S.Y. 2020-2021 | January 26, 2021 | Bureau of Curriculum Development in partnership with SEAMEO INNOTECH |
| Orientation on Portfolio and other forms of Assessment as basis for Career Development | February 1, 2021 | Division Office / School (Instructional Video will be provided by the Bureau of Curriculum Development) |
| Orientation of Grade 10 Learners and Parents on Senior High School Tracks and Strands | March 1 - onward | Division Office / School (Promotional Video will be provided by the Bureau of Curriculum Development) |
| Orientation of Grade 12 Learners on Curriculum Exits <ul style="list-style-type: none"> a. Tertiary Education Orientation b. Employment Readiness Orientation c. Entrepreneurial Skills Orientation d. Middle Level Skills Development Orientation | March 15 - onward | Division Office / School in partnership with the Commission on Higher Education (CHED), Department of Labor and Employment – Public Employment Service Office (DOLE-PESO), and Department of Trade and Industry (DTI) and Technical Educations and Skills Development Authority (TESDA) (Promotional Video will be provided by the Bureau of Curriculum Development) |

b. Career Guidance Learning Materials

- i. For Junior High School, Grade 7 to Grade 10 learners, career guidance competencies are already included in the Homeroom Guidance modules.

For Grade 10 learners, the Multiple Career Development Pathways (MCDP) Toolkit from SEAMEO INNOTECH can be used as a supplementary material as deemed necessary. It can be downloaded from the DepEd Learning Resource Portal.

- ii. For Grade 11 and Grade 12 learners, career guidance learning materials will be derived from the existing Career Guidance Teacher's Manual for Senior High School which will be made available through the DepEd Learning



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- v) establish linkages with other government offices, NGOs and groups relative to the conduct of career guidance activities;
- vi) support, monitor and evaluate conduct of career guidance activities; and
- vii) submit Division Career Guidance Implementation Report (Annex D) to the Regional Office.

iii. Regional Office

The Curriculum and Learning Management Division (CLMD), through the Edukasyon sa Pagpapakatao (EsP) Supervisor shall:

- i) support Career Guidance Program activities;
- ii) ensure proper implementation of the Career Guidance Program through monitoring and evaluation;
- iii) provide technical assistance to Division Supervisors through orientation, training, and capacity-building activities;
- iv) submit Regional Career Guidance Implementation Report (Annex E) to the National Office.

iv. National Office

The Curriculum and Instruction Strand shall lead the implementation of the Career Guidance Program starting S.Y. 2020 – 2021.

- A. The Bureau of Curriculum Development leads the planning, preparation, implementation and monitoring of the Career Guidance Program. BCD shall develop Career Guidance learning competencies and learning materials in coordination with the Bureau of Learning Resources.
- B. The Bureau of Learning Resources shall ensure accessibility and quality of the Career Guidance learning materials and its compliance to the standards of the Department of Education.
- C. The Bureau of Learning Delivery shall support the planning, preparation, implementation and monitoring of the Career Guidance Program.

3. Budget Allocation

Schools shall include all expenses relative to Career Guidance in their Annual School Improvement Plan and in accordance to the provisions stipulated in the Joint Memorandum issued on September 21, 2020 (Annex F)

4. **Non-implementation or improper implementation of Career Guidance** shall be subject to existing applicable administrative actions.



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VI. Monitoring and Evaluation

The Bureau of Curriculum Development, together with the Curriculum and Learning Management Division (CLMD and Curriculum Implementation Division shall monitor and evaluate compliance to the provisions of these guidelines. For questions, clarifications and recommendations you may email bcd.od@deped.gov.ph or you may call the office landline at (02) 8632-7746.

VII. Effectivity

This policy shall take effect immediately upon publication in the DepEd website. Immediate dissemination of and strict compliance with this Memorandum is directed.

VIII. References:

DepEd Order No. 13 s. 2015 Establishment of a Policy Development Process at the Department of Education

DepEd Order No. 30 S. 2020

Joint Memorandum on the Announcement of Transfer of Management and Supervision of the Career Guidance Program issued on September 21, 2020

Memorandum from the Office of the Undersecretary for Administration (OUA) No. 00-0520-0030 s. 2020 Transfer of Management and Supervision of the Career Guidance Program to the Curriculum and Instruction Strand issued on May 2020.

RA 10533 Enhanced Basic Education Law

RA 11206 Secondary School Career Guidance and Counseling Act.

RA 9258 Guidance and Counseling Act of 2004



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Annex B: Procedure in Conducting Career Consultation

Career Consultation procedure:

1. Guidance Counselors and Career Advocates provide career consultation services.
2. Learners should be informed that the school offers career consultation services. The school should provide procedure, schedule, scope and limitations of this service.
3. Each session may last from 30 minutes to 60 minutes. The session includes:
 - Introduction and building rapport
 - Asking about the learner's career concerns
 - Exploring different aspects of the learner's concern
 - Offering possible source of information (pamphlet, magazines, brochures or online resources/articles)
 - Assisting in the creation of action plans / outputs
4. Career Consultation aims to assist learners by equipping them with significant information related to career development. Career consultation may include:
 - a. schools,
 - b. scholarships,
 - c. courses / degree programs,
 - d. career development activities,
 - e. Labor Market Information (LMI),
 - f. local employment information,
 - g. organizations,
 - h. trainings,
 - i. skills development and certification,
 - j. processes,
 - k. referrals/linkages,
 - l. requirements for the different curriculum exits, and
 - m. different career assessment tools.
5. The Guidance Counselor and Career Advocate should have proper documentation of all facilitated career consultations.
6. Concerns beyond information on career guidance should be handled by a Registered Guidance Counselor or this may be referred to other professionals for further assistance.



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Annex C: School Career Guidance Implementation Report

CAREER GUIDANCE IMPLEMENTATION REPORT
S.Y. 2020 - 2021

| | |
|----------------------------|-----------------------------|
| School: | Name of School Head: |
| Division: | Region: |
| Date of Submission: | |

| Career Guidance Program | | | | |
|--|-----------------------|----------------------------|----------------------------|---------|
| 1. Facilitation of Career Guidance Orientation <i>(Attach documentation: photos, videos program matrix, summary of activity evaluation report)</i> | | | | |
| Activity | Date of Facilitation | Target number of attendees | Actual number of attendees | Outcome |
| | | | | |
| | | | | |
| | | | | |
| 2. Career Guidance Learning Activity Plan | | | | |
| Task | Actual Accomplishment | Remarks | | |
| A. Provides relevant and updated information to learners (schedule of distribution and retrieval of activity sheets, learning resource link and other supplementary information) | | | | |
| B. Prepares and distributes Career Guidance Learning Plan | | | | |
| C. Preparation and distribution of Career Guidance Learning Activity Sheets | | | | |
| D. Attends to the learner's concerns in different modalities. | | | | |
| E. Encourages learners to appropriately use tools, ideas, methods, or "ways of knowing" to accomplish the activity and/or solve the problem. | | | | |



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| 3. Career Counseling and Consultation | | |
|---|-----------------------|----------------|
| Task/s | Accomplishment | Remarks |
| A. Responds appropriately to learner questions and comments | | |
| B. Explains important ideas in a clear and practical way | | |
| C. Provides time and direction for individual counseling / consultation | | |
| D. Attends to the learner's concerns in different modalities | | |
| E. Responds appropriately to learner's questions, clarifications and comments | | |
| 4. Curriculum Exit Tracking System | | |
| No. of Senior High School Graduates: _____ | | |
| No. of Responses / Entries in the Curriculum Exit Tracking System: _____ | | |

Recommendations _____

Prepared by:

Name and Signature of School Head



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Department of Education
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Annex D: Division Career Guidance Implementation Report

Division Career Guidance Implementation Report

Division: _____ Region: _____

| | |
|------------------------|---|
| O – Outstanding | <ul style="list-style-type: none"> • 90% - 100% participation of stakeholders • adherence to the guidelines / evident best practices • timeliness and quality delivery of services • outstanding evaluation results after each activity |
| VS – Very Satisfactory | <ul style="list-style-type: none"> • 80 % - 89% participation of stakeholders • adherence to the guidelines / evident best practices • timeliness and quality delivery of services • very satisfactory evaluation results after each activity |
| S – Satisfactory | <ul style="list-style-type: none"> • 70% -79% participation of stakeholders • Adherence to the guidelines • timeliness and quality delivery of services • satisfactory evaluation results after each activity |
| NI – Needs Improvement | <ul style="list-style-type: none"> • 60% - 69% participation of stakeholders • Minimal compliance to the guidelines • timeliness and quality delivery of services • Satisfactory evaluation results after each activity |
| P – Poor | <ul style="list-style-type: none"> • 59% below – participation of stakeholders • non- compliance to the guidelines • timeliness and quality delivery of services • poor evaluation results after each activity |

| Name of School | Career Guidance Orientation | Career Guidance Learning Activity Plan | Career Consultation and Career Counseling | Curriculum Exit Tracking | Recommendations |
|----------------|-----------------------------|--|---|--------------------------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |

Prepared by:
Name and Signature of EsP Supervisor

Verified by:

Noted by:

Schools Division Superintendent



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Department of Education
 UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

Annex E: Regional Career Guidance Implementation Report

Regional Career Guidance Implementation Report

Division: _____

Region: _____

| | |
|------------------------|---|
| O – Outstanding | <ul style="list-style-type: none"> • 90% - 100% participation of stakeholders • adherence to the guidelines / evident best practices • timeliness and quality delivery of services • outstanding evaluation results after each activity |
| VS – Very Satisfactory | <ul style="list-style-type: none"> • 80 % - 89% participation of stakeholders • adherence to the guidelines / evident best practices • timeliness and quality delivery of services • very satisfactory evaluation results after each activity |
| S – Satisfactory | <ul style="list-style-type: none"> • 70% -79% participation of stakeholders • Adherence to the guidelines • timeliness and quality delivery of services • satisfactory evaluation results after each activity |
| NI – Needs Improvement | <ul style="list-style-type: none"> • 60% - 69% participation of stakeholders • Minimal compliance to the guidelines • timeliness and quality delivery of services • Satisfactory evaluation results after each activity |
| P – Poor | <ul style="list-style-type: none"> • 59% below – participation of stakeholders • non- compliance to the guidelines • timeliness and quality delivery of services • poor evaluation results after each activity |

| Division | Career Guidance Orientation | Career Guidance Learning Activity Plan | Career Consultation and Career Counseling | Curriculum Exit Tracking | Recommendations |
|----------|-----------------------------|--|---|--------------------------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |

Prepared by: _____

Verified by: _____



Name and Signature of EsP Supervisor

Noted by: _____
 Schools Division Superintendent



Republic of the Philippines
Department of Education
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Annex F: Announcement of Transfer of Management and Supervision of the Career Guidance Program

Republika ng Pilipinas
Kagawaran ng Edukasyon
 Pagpapalaganap ng Pagpapalaganap

JOINT MEMORANDUM
 21 September 2020

To: Undersecretaries
 Assistant Secretaries
 System and Service Directors
 Regional Directors and BARMM Education Ministers
 School Division Superintendents
 Heads, Public and Private Elementary and Secondary Schools
 All Office Concerned

From: **ALAIN DELA PASCUA**
 Undersecretary for Administration

DIOSDADO M. SAN ANTONIO
 Undersecretary for Curriculum and Instruction

Atty. REYNEA A. ESCOBEDO
 Undersecretary for Field Operations

Subject: ANNOUNCEMENT OF TRANSFER OF MANAGEMENT AND SUPERVISION OF THE CAREER GUIDANCE PROGRAM

This is to inform your offices that pursuant to the Order of the Undersecretary for Administration (Series No. 00-0120 0000) titled **Transfer of Management and Supervision of the Career Guidance Program**, and aimed to the more efficient delivery of the Curriculum and Instruction and Administration strands, the management and supervision of the Career Guidance Program from the Bureau of Learning Support Services, Fourth Personnel Division (BLS3S-4PD) is hereby transferred to the Curriculum and Instruction (CI) Strand.

Office of the Undersecretary for Administration (OUA)
 Department of Education, Complex, Alabang, Muntinlupa City, Philippines 1510
 Tel: (02) 8633-7202 / 8687-4146
 Fax: (02) 8631-5057
 Email: oua@deped.gov.ph
 Website: www.deped.gov.ph

In order to strengthen the necessary structures and processes to effect the program implementation of the transfer, the following are to be undertaken immediately:

1. Career Program Coordinators shall have over the necessary documents and other pertinent information to the new assigned managing division under the CI Strand. All other programs and activities related to Career Guidance shall be transferred/implemented by the new assigned managing division when the completion of the transfer is complete.
2. Each division shall continue with the conduct of the activities related to Career Guidance planned under their 2020 work plan. Budgetary requirements are to be linked into and transferred to the new assigned managing division under the CI Strand as well as in their work plan for 2021.

The attached dissemination and appreciation items.

