



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



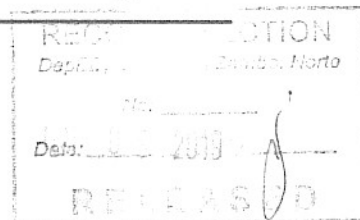
**MEMORANDUM**

**TO :** Public Schools District Supervisor  
Secondary School Heads  
Career Guidance Advocates  
All Other Concerned


**FROM :** Office of the Schools Division Superintendent

**SUBJECT :** Career Guidance Week Celebration

**DATE :** July 3, 2019



1. Pursuant to the DepEd Order 25 series of 2013 entitled "*Guidelines on the Conduct of Career Guidance Week for High School Effective SY 2013-2014*", High Schools are enjoined to celebrate the Career Guidance Week which is scheduled on July 22-26, 2019.
2. In line with this, all high schools are required to conduct activities cited in the attached Deped Order. The Project Development Officers of the Youth Formation Section will visit schools randomly to document the said celebration.
3. Career Guidance Advocate/Guidance Counselor shall submit signed and scanned reports through [bit.ly/CGPWeek2019](http://bit.ly/CGPWeek2019).
4. Attached herewith are the Checklist for Conducting an Activity, Activity and Completion Report and the Guidelines in the conduct of the celebration.
5. For guidance and compliance.

  
**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent



Republic of the Philippines  
**Department of Education**

24 MAY 2013

DepEd ORDER  
No. **25**, s. 2013

**GUIDELINES ON THE CONDUCT OF CAREER GUIDANCE WEEK FOR HIGH SCHOOL STUDENTS EFFECTIVE SCHOOL YEAR (SY) 2013-2014**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public and Private Secondary Schools  
All Others Concerned

1. In line with the goal of the K to 12 Basic Education Program to produce graduates who are ready for higher education, middle level skills development, employment and entrepreneurship, the Department of Education (DepEd) in collaboration with the Career Guidance Advocacy Program-Working Group (CGAP-WG), an inter-agency group under the President's Human Development and Poverty Reduction Cluster (HDP RC) issues the enclosed **Guidelines on the Conduct of Career Guidance Week for High School Students Effective School Year (SY) 2013-2014**, which shall be celebrated every last week of July.
2. For more information, all concerned may contact the Bureau of Secondary Education (BSE) through the Curriculum Development Division (CDD), Attention: **Ms. Cristeta M. Arcos** at telephone nos.: (02) 632-7746 and (02) 635-9822.
3. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Encl.: As stated  
Reference: N o n e  
To be indicated in the Perpetual Index  
under the following subjects:

CELEBRATIONS & FESTIVALS  
Learning Area, GUIDANCE  
POLICY

SECONDARY EDUCATION  
STUDENTS

**GENERAL GUIDELINES IN THE CONDUCT OF CAREER GUIDANCE WEEK FOR  
HIGH SCHOOL STUDENTS EFFECTIVE SY 2013-2014**

The direction of one's career path can be strengthened in the presence of career advocacy program defining the various jobs which are considered marketable. This initial activity coupled with awareness to be well-informed of the existing career opportunities can provide the guidance needed by young persons in the choice of a career.

1. The Career Guidance Week celebration is envisioned to prevent too much waste of resources including time being spent in producing graduates in the tertiary level as well as in technical vocational education who could not meet the qualification standards in the labor market. Mismatch between 1) interest/aptitude and career; 2) career and labor demand; and 3) education/training and career results from uninformed and misguided students.

2. At the end of the Career Guidance Week, the students shall have:

- acquired information on
  - discovering one's strengths and developing awareness
  - the qualification standards for all types of career jobs
  - making informed decisions on a career choice
- developed awareness and appreciation of
  - the available jobs/choices in the labor market
  - their needs, interests, aptitudes and inclinations
- experienced
  - careers they are aiming at
  - matching their interest with the possible career in a given array of choices
  - identifying a career fitted to one's interest

3. The following are the activities for the conduct of the Career Guidance Week:

Day	Activities: Focus on Student-Job Matching
Day 1	<ul style="list-style-type: none"> <li>• Parade: <i>Students are dressed in their future careers (Ex. Coat and tie for lawyer)</i></li> <li>• Launching ceremony/opening</li> <li>• Setting up of Booths</li> </ul>
Day 2	<ul style="list-style-type: none"> <li>• Structured Learning Experiences (SLE) on Holland's Party Game <ul style="list-style-type: none"> <li>- Lecturette: Self Assessment on Career Planning (focus on Interests and Values)</li> </ul> </li> <li>• Formulating One's Mission Statement</li> <li>• The Role of Parents in the Students' Choice of Career</li> </ul>
Day 3	<ul style="list-style-type: none"> <li>• Career Planning (to be assisted by DOLE) <ul style="list-style-type: none"> <li>- Goal Setting</li> <li>- Action Planning</li> </ul> </li> </ul>
Day 4	<ul style="list-style-type: none"> <li>• CAREER Talk <ul style="list-style-type: none"> <li>- CHED</li> <li>- TESDA</li> <li>- DOST</li> <li>- Industries/Manufacturing Firms</li> </ul> </li> <li>• Sharing of Experiences/Lessons Learned by Students</li> </ul>
Day 5	Closing Program

4. The participants in the career guidance activities are all high school students from Grades 7 to 12, accompanied by their parents or guardians and other education stakeholders.

5. The Department of Education through the class advisers, guidance counselors, other school officials is the lead implementer. Experts from other government agencies such as the Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), Philippine Regulation Commission (PRC), and Department of Labor and Employment (DOLE) may be tapped as resource persons to ensure the success of the Career Guidance Week activities.



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Capitol Drive, Estaka, Dipolog City 7100



**ACTIVITY COMPLETION REPORT**

Program Title	
Facilitators	
Location and Venue	
Duration	
Date	
No. of Target Participants	
No. of Actual Participants	
Key Results	
Monitoring & Evaluation Results	
General Comments and Issues Encountered	
Recommendations	

Attachment 1: Attendance Sheets

Attachment 2: Photo Documentation

Attachment 3: Approved Proposal

Prepared and Submitted by: \_\_\_\_\_

Name and Signature of Program Owner/ Proponent

Noted by:

\_\_\_\_\_



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Estaka, Dipolog City



**CHECKLIST FOR CONDUCTING AN ACTIVITY**

Title of activity: \_\_\_\_\_  
Type of Activity: \_\_\_\_\_  
Inclusive Date: \_\_\_\_\_ Venue: \_\_\_\_\_  
Proponent: \_\_\_\_\_ Activity charged against: \_\_\_\_\_  
Total number of Expected Participants: \_\_\_\_\_ Total Classes: \_\_\_\_\_ Class Size: \_\_\_\_\_  
Total number of Resource Speakers: \_\_\_\_\_ Total Number of Facilitators: \_\_\_\_\_

Checklist(s):		(√)	(X)	REMARKS
a)	Training Proposal			
b)	Division Memorandum			
c)	Training Matrix			
d)	List of Technical-Working Group & Facilitators			
e)	List of Resource Speakers			
f)	Monitoring & Evaluation (QAME)			
g)	Class Moderator - who will have overall responsibility for making decisions and changing arrangements on-the-day			
h)	Program-Invitation (Part of the program should include announcements from HRDS and QAME Team)			
i)	Opening and Closing (In-charge)			
j)	Emcee			
k)	Name Badges of the Program Management Team and Participants			
l)	Secretariat – Preparation of the form and Checking of Attendance			
m)	Documenter (To take and organize photos taken during the training/seminar/workshop)			
n)	Training Supplies Needed			
o)	Training Materials Needed			
p)	Preparation of Certificates for Participants/Facilitators/Resource Speakers			
q)	Certificate of Appearance			
r)	Venue/Hall Preparation/Tarp– In-charge			
	• Nameplates			
	• Banner			
s)	Equipment/Facilities preparation			
	• Projector/s			
	• Laptop/s			
t)	OTHERS, pls specify:			
	_____			

- To record in the logbook all proposals on trainings/seminars/workshops/conferences or fora.
- For Division Level, within 5 days after the activity the proponent should prepare necessary reports/documents to HRDS.

Prepared/Assisted by:

\_\_\_\_\_