



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

19 Dec 2023

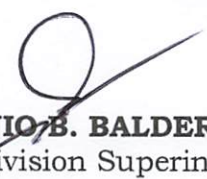
DIVISION MEMORANDUM

No. 693 s. 2023

**CAREER GUIDANCE PROGRAM TRAINING NEEDS ANALYSIS FOR PUBLIC  
SECONDARY SCHOOL CLASS ADVISERS**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Relative to the Office Unnumbered Memorandum of the Assistant Secretary for Operations (OM-OASOPS-2023-01), this Office requests all **secondary school class advisers** to answer the survey through this link <https://tinyurl.com/TNAforCGP> on or before January 10, 2024. All secondary school principals are directed to assist the above-mentioned respondents to ensure their 100% participation and safeguard the validity of the said TNA.
2. Widest dissemination and strict compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

Reference: OM-OASOPS-2023-01\_

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

CAREER GUIDANCE PROGRAM TRAINING NEEDS ANALYSIS

CID – Career Guidance Program Training Needs Analysis for Public Secondary Schools Class Advisers  
None/Dec 19, 2023



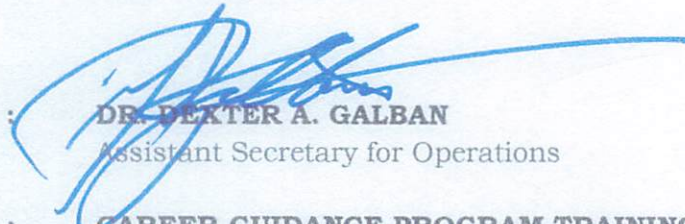
Republic of the Philippines  
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS  
BUREAU OF LEARNER SUPPORT SERVICES  
School Health Division | School Sports Division | Youth Formation Division

OM-OASOPS-2023-01\_\_

**MEMORANDUM**

**TO :** Minister, Basic, Higher, and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
Public Secondary School Principals  
All Others Concerned

**FROM :**   
**DR. DEXTER A. GALBAN**  
Assistant Secretary for Operations

**SUBJECT :** CAREER GUIDANCE PROGRAM TRAINING NEEDS  
ANALYSIS FOR PUBLIC SECONDARY SCHOOL  
CLASS ADVISERS

**DATE :** 30 November 2023

In line with the ongoing efforts for the Career Guidance Program (CGP), the Office of the Assistant Secretary for Operations (OASOPS), through the Bureau of Learner Support Services–Youth Formation Division, *transitioning to BLSS-Learner Formation Division* will conduct a Training Needs Analysis (TNA) for all secondary school class advisers nationwide regarding the said program.

This is to gather the needed data and statistics on the experiences and training needs of the designated career advocates in schools. Thus, the results will serve as one of the bases for future CGP initiatives of the Department.

In line with this, the OASOPS hereby requests all **secondary school class advisers** to answer the survey through this link <https://tinyurl.com/TNAforCGP> on or **before January 10, 2024**. All secondary school principals are directed to assist the above-mentioned respondents to ensure their 100% participation and safeguard the validity of the said TNA.

For inquiries and concerns, please contact **Mr. Rovin James F. Canja**, Project Development Officer IV, Officer-in-Charge of the BLSS-LFD at email [blss.lfd@deped.gov.ph](mailto:blss.lfd@deped.gov.ph).

For wide dissemination and immediate action

blss-lfd/CSC/11302024)



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