



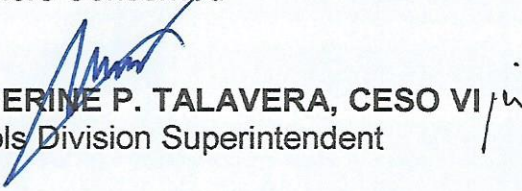
Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM

No. 212, s. 2018

TO: Public and Private Secondary School Heads
Guidance Counselors and Designates
All Others Concerned

FROM: **CATHERINE P. TALAVERA, CESO VI** 
Schools Division Superintendent

SUBJECT: 2018 DIVISION CAREER GUIDANCE WEEK CELEBRATION

DATE: July 9, 2018

1. Pursuant to DepEd Order No. 25 s. 2013 entitled *Guidelines on the Conduct of Career Guidance Week for High School Students effective SY. 2013-2014* and in compliance to the *School Calendar for SY 2018-2019* under DepEd Order No. 25, s. 2018, all public and private secondary schools are expected to undertake similar activities indicated in the timeline attached in this memorandum regarding the Career Guidance Week Celebration on July 23-27 2018.
2. Activities of the schools relevant to the said celebration shall be anchored on the Division's theme, "Affirming Students' Choice through a Strengthened Career Guidance Program."
3. The Division Youth Formation Coordinator is tasked to monitor the implementation of the Career Guidance Week.
4. Guidance Counselors/Designates are expected to submit Activity Designs for the approval of school heads to be submitted on Thursday July 12, 2018.
5. Contest mechanics, guidelines and criteria should be clearly stated in the proposed Career Guidance Week Activity Design. Schools, however, may adopt the suggested guidelines, mechanics and criteria enclosed in this memorandum.
6. Schools are encouraged to actively involve the parents, community and other stakeholders to the said activity.





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7. The opening ceremony must be held in the afternoon. Moreover, the conduct of other related activities shall be subjected to the no-disruption-of-classes policy stipulated in DepEd Order No. 9, s. 2005 entitled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.
8. All activities relevant to the celebration must be properly documented.
9. Guidance counselors and/or guidance designates are expected to submit the following:
 - a.) Monitoring form (Enclosure 1),
 - b.) Soft copy of the Narrative Report on the conduct of the Career Guidance Week with a minimum of two-page photo documentation.
10. Deadline of submission of both forms shall be on or before August 9, 2018 at josephjay.aureada@deped.gov.ph following the subject name below:
CGPWeek2018 (School Name)
11. A copy of DepEd Order No. 25, s. 2013 is herewith for the objectives of the program and suggested activities to be conducted. (Enclosure 2)
12. All expenses relative to the conduct of Career Guidance Week shall be charged to local MOOE Fund subject to usual accounting and auditing procedures.
13. For queries, you may contact **Joseph Jay U. Aureada**, Education Program Supervisor in Values Education and Guidance through cell phone number 0999-809-5977.
14. Prompt dissemination of this Memorandum is earnestly desired.

CID/Career Guidance Week
DM-212 /July 9, 2018





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Enclosure 1

MONITORING OF CAREER GUIDANCE PROGRAM IMPLEMENTATION

School: _____
School Head: _____ CP#: _____
Guidance Counselor/Designate: _____ CP#: _____

No. of Students:

Grade 7: _____ Grade 8: _____ Grade 9: _____
Grade 10: _____ Grade 11: _____ Grade 12: _____

Observed/Conducted Career Guidance Week? _____ YES _____ NO

	ACTIVITIES	DAY	# OF
			PARTICIPANTS & GRADE LEVEL
1.	_____	DAY 1	_____
2.	_____	DAY 2	_____
3.	_____	DAY 3	_____
4.	_____	DAY 4	_____
5.	_____	DAY 5	_____

Best Practices (if any):

Other Issues/Concerns/Suggestions/Recommendations:

Accomplished by:

Signature above Printed Name – Position
Date: _____

Noted by:

School Head's Signature above Printed Name
Date: _____





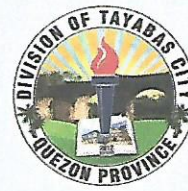
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Enclosure 2

DAY	SUGGESTED ACTIVITIES	PERSONS INVOLVED
Day 1 (July 23, 2018)	<ul style="list-style-type: none">• Opening ceremony (3:00 p.m)• Career Talk<ul style="list-style-type: none">-CHED-TESDA-DOST-Industries/Manufacturing Firms-PESO• Costume Parade (Students are dressed in their future careers) ex. coat and tie for lawyer• Setting up of Career Corners for SHS• Setting up of Bulletin Board for Career Guidance Exhibits	<ul style="list-style-type: none">- School Head- Invited Guest(s)- Values Education Department Head- Guidance Counselor- Curriculum Head- SSG Moderator- Subject Teachers- Homeroom Advisers- Students
Day 2 (July 24, 2018)	<ul style="list-style-type: none">• School Based Competition (Essay Writing, Poster Making, Photojournalism, etc.)	<ul style="list-style-type: none">- Assigned Teachers- Students
Day 3 & 4 (July 25 - 26, 2018)	<ul style="list-style-type: none">• Classroom lecture on Career Planning focusing on students' interest and values• Discussion on Career Planning of different industries based on in-demand-jobs and hard-to-fill-in jobs and skills needed for a particular career	<ul style="list-style-type: none">- School Head- Guidance Counselor- Curriculum Head- Subject Teachers- Homeroom Advisers- Invited Guests Per Track for SHS
Day 5 (July 27, 2018)	<ul style="list-style-type: none">• Closing/ Awarding ceremony• Giving of Certificate of Recognition for Participants in the school-based competitions (Individual & per class/section)	<ul style="list-style-type: none">- School Head- Guidance Counselor- Curriculum Head- Subject Teachers- Homeroom Advisers- Judges





Sample

GENERAL MECHANICS:

1. Participants should be bona fide students of Tayabas City Division Stand Alone SHS.
2. Each strand/section shall be allowed to have ONE entry only. Entry forms shall be filled out and submitted by the trainer /adviser to the contest chair on or before July 20, 2018 (Friday)
3. Participants must provide their own material for the contest.
4. Outputs of the contestants will be evaluated using the given criteria.
5. The decision of the Board of Judges is final and irrevocable.
6. Winners of the different contests shall be announced during the closing ceremony.

CRITERIA FOR JUDGING

Poster Making

Relevance to the theme – 40 points
Creativity and Presentation – 40 points
Originality – 2 points
TOTAL – 100 points

Essay Writing

Relevance to the theme/Content – 30 points
Organization of Ideas – 30 points
Style – 20 points
Grammar and Mechanics – 20 points
TOTAL – 100 points

Costume Parade

Relevance to career – 40 points
Poise and bearing - 30 points
Uniqueness – 20 points
Over-all appearance – 10 points
TOTAL – 100 points





Career Corners/Display Exhibit (for SHS)

Mechanics

1. Each strand shall showcase the competencies learned by the students through a creative display.
2. The exhibit shall include photos, videos, actual objects, student outputs, etc. to clearly communicate the ideas and skills learned by the students.
3. During the contest proper, a student/ a group of students may be assigned by the adviser(s) to explain what the display is about and answer relevant queries from the judges.

Criteria for judging

Interpretation and the clarity of the theme to the audience – 40 points

Creativity and originality of the exhibit – 30 points

Quality of the display – 20 points

Overall impression – 10 points

TOTAL – 100 points

