



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
City Hall Compound, Dagupan, Tabuk City



DIVISION MEMORANDUM

No. 117 s. 2019

**FOR: Chief Education Supervisors, CID, SGOD
Public Schools District Supervisors
Public Secondary School Heads
Guidance Counselors/Designates
All Others Concerned**

**FROM: ^{GH} BENEDICTA B. GAMATERO
OIC-Schools Division Superintendent**

SUBJECT: 2019 CAREER GUIDANCE WEEK CELEBRATION

DATE: July 08, 2019

1. Pursuant to DepEd Order No. 25 s. 2013 entitled *Guidelines on the Conduct of Career Guidance Week for High School Students* and in compliance with the *School Calendar for SY 2019-2020* under DepEd Order No. 007, s. 2019 all public secondary schools are suggested to undertake similar activities indicated in the timeline attached in this memorandum (See Enclosure 1) regarding the Career Guidance Week Celebration on July 22-26, 2019.
2. The participants in the career guidance activities are all high school students from Grades 9 to 12, accompanied by their parents or guardians and other education stakeholders.
3. At the end of the Career Guidance Week, the students shall have:
 - a. acquired information on discovering one's strengths and developing awareness, the qualification standards for some types of career jobs, making informed decisions on career choice;
 - b. developed awareness and appreciation of the available jobs/choices in the labor market, their needs, interests, aptitudes and inclinations, technical and vocational courses are not for men but also for women; and
 - c. 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.



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4. It is therefore expected that before the Career Guidance Week, well-planned school activities will be prepared by the Class Advisers, Guidance Counselor/Designate and other school officials approved by the school head. Experts from other government agencies such as the CHED, TESDA, PRC and DOLE may be tapped as resource persons to ensure the success of the Career Guidance Week activities.
5. School Guidance Counselor/ Guidance Designate shall *submit the Narrative Report with photo documentation with the accomplished monitoring form attached (See Enclosure 2)* on the conduct of Career Guidance Week **on or before August 9, 2019** at the SGOD Office.
6. In addition, adherence to DepEd Order No. 9, s. 2015 on instituting measures to increase Engaged Time-On-Task shall be observed. The implementation of this program shall be monitored by the Schools Governance & Operations Division (SGOD) Personnel.
7. Expenses relative to this program shall be charged against school MOOE subject to the usual government accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this memorandum is directed.



Enclosure No. 1

SUGGESTED CAREER GUIDANCE WEEK ACTIVITIES

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



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Enclosure 2

MONITORING TOOL FOR THE 2019 CAREER GUIDANCE WEEK CELEBRATION

School: _____ District: _____
 School Head: _____ Contact No.: _____
 Guidance Counselor(if there is) _____ Contact No.: _____
 Guidance Designate: _____ Contact No.: _____

Please mark "x": JHS and/or SHS

No. of Students: Grade 7: Male _____ Female _____ Grade 11: Male _____ Female _____
 Grade 8: Male _____ Female _____ Grade 12: Male _____ Female _____
 Grade 9: Male _____ Female _____
 Grade 10: Male _____ Female _____

Observed/Conducted Career Guidance Week? _____ Yes _____ No

If yes, please provide the following details:

ACTIVITIES	PARTICIPANTS
DAY 1	
1.....	
DAY 2	
1.	
2...	
DAY 3	
1..	
DAY 4	
1..	
DAY 5	
1..	

BEST PRACTICES (if any): _____

OTHER ISSUES/CONCERNS/SUGGESTIONS/RECOMMENDATIONS:

Accomplished by:

 Guidance Counselor/Designate Signature above printed name
 Date: _____

Noted by:

 School Head's Signature Above Printed Name
 Date: _____