



Republic of the Philippines
Department of Education
CARAGA REGION



January 26, 2021

REGIONAL MEMORANDUM

No. 030, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

CAREER GUIDANCE PROGRAM (CGP) FOR S.Y. 2020-2021

1. The Department of Education issues the Career Guidance Program for S.Y. 2020-2021 which aims to establish guidelines and procedures in its implementation.
2. Attached is a copy of Memorandum DM-OUCI-2021-0015 for your reference.
3. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

Encls.: As stated.

Reference: DM-OUCI-2021-0015 dated January 18, 2021

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

CAREER GUIDANCE PROGRAM

GUIDELINES

PROCEDURES

CLM/emy
1/26/2021



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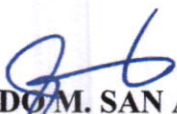
Republic of the Philippines
Department of Education
UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

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 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 Education 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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Resource Portal. The following is the schedule of the career guidance facilitation of activity sheets:

Grade 11	Quarter 2 to Quarter 4	Week 5 – Week 7
Grade 12	Quarters 2 to Quarter 4	Week 5 – Week 7

Refer to the Career Guidance Learning Plan (see Annex A) for the specific modules and activity sheets.

- iii. Printing and distribution of Career Guidance learning resources may be charged against local or any available funds / downloaded from the Central Office.

c. Career Counseling and Consultation

Career Counseling is a process of assisting learners in their career development with focus on planning, organizing and decision-making on their life and career goals. A Registered Guidance Counselor (RGC) shall conduct career counseling to any learners following the existing ethical and legal provisions for its practice, and health and safety standards set by the IATF.

Career Consultation is a process of assisting learners by providing relevant information about different curriculum exits, courses, specializations, opportunities and other data that can guide them in selecting their career path. This may be given preferably by an RGC or a Career Guidance Advocate. (Annex B. Procedure in conducting Career Consultation)

d. Curriculum Exit Tracking System

All schools shall ensure to account all their graduates including their curriculum exit details using the link <https://bit.ly/CurrExitTracking>.

The generated data will be used for any policy or curricular reforms.

2. Program Implementers

i. School

A. The School Head shall:

- i) designate Career Advocates for S.Y. 2020-2021
- ii) lead the implementation of the Career Guidance Program including supervision and monitoring of school career guidance activities.



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- iii) conduct of orientation for teachers, learners and parents on Career Guidance Program;
- iv) allocate budget for the materials and other related expenses for the conduct of the program; and
- v) submit the School Career Guidance Program Implementation Report (Annex C) to the Division EsP Supervisor.

B. The Guidance Counselor shall:

- i) assist the School Head in the over-all implementation of the school career guidance activities;
- ii) provide technical assistance to the career advocates on the implementation of school career guidance activities; and
- iii) provide counseling and referral services when necessary. (In accordance to RA 9258, Guidance and Counseling Law of 2004)

C. The Career Guidance Advocate shall:

- i) facilitate the printing and distribution of learning materials and other supplementary materials on career guidance;
- ii) disseminate information for the learners such as offered Senior High School tracks and strands in the division, labor market information, schools and courses for college, technical courses for the middle level skills development and entrepreneurship-related programs and materials that the learners may utilize;
- iii) conduct career consultation as deemed necessary; and
- iv) facilitate the completion and submission of all documents relevant to career guidance program.

ii. Schools Division Office

The Edukasyon sa Pagpapakatao (EsP) Supervisor of the Curriculum Implementation Division (CID) shall:

- i) lead the division implementation of Career Guidance Program;
- ii) coordinate with the School Governance and Operations Division for the turnover of Career Guidance Program documents and budget allocation for S.Y. 2020-2021;
- iii) provide schools with relevant and updated information relative to the conduct of career guidance activities such as tracks and strands offering in the division, labor market information, schools and courses for college education, technical courses for the middle level skills development, certification process/ guidelines and entrepreneurship-related programs and materials, that learners may utilize;
- iv) provide career guidance learning materials and supplementary materials for the schools;



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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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Annex D: Division Career Guidance Implementation Report

Division Career Guidance Implementation Report

Division: _____

Region: _____

O – Outstanding	• 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	• 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	• 70% -79% participation of stakeholders • Adherence to the guidelines • timeliness and quality delivery of services • satisfactory evaluation results after each activity
NI – Needs Improvement	• 60% - 69% participation of stakeholders • Minimal compliance to the guidelines • timeliness and quality delivery of services • Satisfactory evaluation results after each activity
P – Poor	• 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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Annex E: Regional Career Guidance Implementation Report

Regional Career Guidance Implementation Report

Division: _____

Region: _____

O – Outstanding	• 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	• 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	• 70% -79% participation of stakeholders • Adherence to the guidelines • timeliness and quality delivery of services • satisfactory evaluation results after each activity
NI – Needs Improvement	• 60% - 69% participation of stakeholders • Minimal compliance to the guidelines • timeliness and quality delivery of services • Satisfactory evaluation results after each activity
P – Poor	• 59% below – participation of stakeholders • non- compliance to the guidelines • timeliness and quality delivery of services • poor evaluation results after each activity

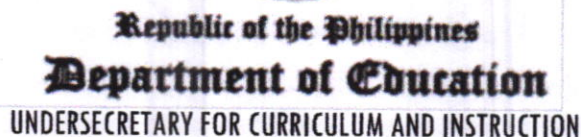
Division	Career Guidance Orientation	Career Guidance Learning Activity Plan	Career Consultation and Career Counseling	Curriculum Exit Tracking	Recommendations

Prepared by: _____

Verified by: _____

Name and Signature of EsP Supervisor

Noted by: _____
Schools Division Superintendent



DepEd Division Office
Kagawaran ng Marikina
 Talagayan ng Pangasinang Valentin

JOINT MEMORANDUM
 25 September 2020

To: Undersecretaries
 Assistant Secretaries
 Studies and Services Directors
 Regional Directors and RA/REM Education Managers
 School Division Superintendents
 Heads, Public and Private Elementary and
 Secondary Schools
 All Others Concerned

From: ALAIN DELA S. PASCUA
 Undersecretary for Administration

SYOSANDO M. SAN ANTONIO
 Undersecretary for Curriculum and Instruction

Atty. REYSES 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 Office of the Undersecretary for Administration Memo No. 00-0320-0000, subject **Transfer of Management and Supervision of the Career Guidance Program**, and posted in the inter-branch between the Curriculum and Instruction and Administration strands, the management and supervision of the Career Guidance Program from the Bureau of Learning Support Services/Vocational Preparation Division (BLS-3335) is hereby transferred to the Curriculum and Instruction, K-12 Division.

Office of the Undersecretary for Administration (OUA)
 Administrative Services Office, Education Management Services Division, DepEd
 Marikina, Marikina City, Metro Manila 1600
 Telephone: (02) 812-1000, Fax: (02) 812-1001, Email: oua@deped.gov.ph

In order to strengthen the necessary activities and processes for efficient program implementation of the treaty, the following are to be undertaken:

1. Current Program Coordinators shall turn over the necessary documents and relevant account information to the new assigned division director under the CI Award. All other personnel and activities related to Center Operations shall be identified, implemented by the new assigned managing division after the completion of the turnover of accounts.
2. Each division shall convene with the incumbent of the activities related to Center Operations planned under their 2020 work plan. Emergency requirements, or to be looked into and transferred to the new assigned managing division under the CI Award for inclusion in their activities and plans for 2021.

Für verschiedene Konstanten α und β gilt: