



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

June 28, 2022

**DIVISION MEMORANDUM**

No. 343, s. 2022

**PROVISION OF TECHNICAL ASSISTANCE FOR THE CONDUCT OF THE  
SCHOOL-LEVEL CAREER GUIDANCE ACTIVITIES**

To: Assistant Schools Division Superintendent  
CID and SGOD Chief ESs  
Education Program Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To ensure the proper implementation of the Career Guidance Program for School Year 2021-2022, per DM-OUCI-2021-347, this office through the Curriculum Implementation Division shall provide technical assistance through the digital copy of Career Guidance Materials needed for the conduct of the different activities on the suggested schedules/Matrix of Activities.
2. This provision of technical assistance aims to:
  - a. ensure the continuity of the career development process;
  - b. employ a systematic set of activities and procedures in the implementation of the career guidance program before the school year ends; and
  - c. establish support mechanisms that contribute to the attainment of the division career guidance program.
3. The materials are to be used by the Career Guidance Counselors/Advocates, Class Advisers, and all others concerned with the implementation of the Career Guidance Program. The result of the consolidated data can also be used for future reference/study.
5. The virtual orientation on the conduct of the different school-based activities is scheduled on June 29, 2022, from 1:00 A.M. to 2:00 A.M. via MS Teams. The participants to this activity are the Guidance Counselors/Advocates from Junior and Senior High Schools and one Class Adviser of Grade 10 and 12 from each school.
5. Enclosed are the Matrix of Activities and the Division Career Guidance Advocacy Program Implementation Team.
6. For queries, please contact Mrs. Mercedita D. Saldero, EPS-I and Focal Person in Career Guidance Program Focal Person through her cellphone number 09260147603 or email address mercedita.saldero001@deped.gov.ph.
7. Widest dissemination of this Memorandum is hereby enjoined.

CID2022



  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent



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Address: Brgy. Rizal, Science City of Muñoz, 3119  
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Enclosure No. 1 to Division Memorandum No. 343 s. 2022

**CAREER GUIDANCE PROGRAM OF ACTIVITIES FOR GRADE 10 AND 12 LEARNERS**

<b>Activity/Service</b>	<b>Title of Material</b>	<b>Date</b>	<b>Clientele</b>	<b>Means of Verification</b>
Survey on Preferred Track and Strand	The Preferred Track and Strand of Grade 9 and 10 Learners	done	Grade 10 learners	Google Form and Link  Summary result of the survey through infographic presentation with analysis
Survey on Curriculum Exits of Grade 12 Learners-refers to higher education, employment, entrepreneurship, and middle-level skills development.	Curriculum Exits of Grade 12 Learners	done	Grade 12 Learners	Google Form and Link  Summary result of the survey through infographic presentation with analysis
Administration of the Different Career Guidance Tools/Assessment Forms	Who Am I?	April- June 2022	Grade 10 & 12, Learners	Learner's career Guidance Portfolio
	RIASEC			
	MY DREAM JOB EXERCISE			
	PERSONAL REFLECTION			
	ASSESS YOURSELF			
	CAREER PLANNING			
Infomercial on SHS Program Offerings	SDO Science City of Muñoz SHS Promotional Video	June 15- June 30, 2022	Grade & 10 Learners	Soft copy uploaded a video in the Career Guidance Google Drive
Career Coaching	Career Development	June 30, 2022	Grade -12 Learners	Link for the Online Activity and ACR
	Career Trends and Opportunities			
	Factors Influencing Choice of Career Pathway			
Learner's Career Guidance Portfolio (hard or electronic copy)	Accomplished activity sheets	March - June 2022	Grade 10 & 12 Learners	Link for the E-Portfolio or Hard Copy

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	Copy of academic grades  Assessment results  Activity outputs relevant to Career Guidance			
Career Counseling and Consultation	Usap Tayo: Online Career Guidance and Counseling	June 30 - July 8, 2022	Grade 12 interested learners (June 30- July 5, 2022)  Grade 10 (July 6-8, 2022)	Link for the activity and ACR
Submission of SY 2021-2022 Career Guidance Implementation Report	Visit the Career Guidance Google drive for the Templates	July 13, 2022	Secondary School Guidance Designates	Soft Copy of report to be uploaded in the google drive



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Enclosure No. 2 to Division Memorandum No. 343 s. 2022

**CAREER GUIDANCE ADVOCACY PROGRAM (CGAP) TEAM**

Name	Assignment	Designation /Position	Office/School	Assigned Task/s
MERCEDITA D. SALDERO	Team Leader	EPS- EsP/Career Guidance Focal Person	SDO-CID	Manage and oversee the implementation of CGAP
SHIELA S. MARANAN, RGC	Assistant Team Leader	Guidance Counselor III	MNHS -Main JHS	Prepare the Career Guidance Materials  Attending Guidance Counselor during the Online Counseling and Consultation
SATURNINO I. SINGIAN, EdD, RGC, Rpm, LPT	Member	Guidance Counselor III	MNHS -Main JHS	Attending Guidance Counselor during the Online Counseling and Consultation
CHRISTINE ANN C. BUENAVENTURA, RGC	Member	Teacher II	SAIS-SHS	Attending Guidance Counselor during the Online Counseling and Consultation



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