



July 10, 2017

DIVISION MEMORANDUM
No. 102, s. 2017

**ORIENTATION FOR SECONDARY GUIDANCE COUNSELORS
IN PREPARATION FOR CAREER GUIDANCE PROGRAM IMPLEMENTATION**

To: All Public Secondary and Integrated School Heads

1. The Schools Division of Capiz, through the Youth Formation Section under the School Governance and Operations Division, in coordination with the Curriculum Implementation Division will conduct an **Orientation for Secondary School Guidance Counselors in Preparation for Career Guidance Program Implementation** at Capiz Division Multi-Purpose Hall on July 20, 2017.
2. The activity aims to:
 - a. provide the participants with better understanding on different K-12 Senior High School offerings;
 - b. develop participants' awareness regarding the labor market trends and issues;
 - c. provide better understanding on basic roles of guidance counselors;
 - d. strengthen the capacity of guidance counselors in conducting career guidance program implementation in schools; and
 - e. establish a pool and a bonded community of career guidance counselors that continuously performs the duty to excel and to lead.
3. Participants to this activity are **designated or appointed Guidance Counselors of secondary and integrated schools.**
4. Travel and other expenses relative to the holding of this activity shall be charged to school MOOE while food for participants and division facilitators will be charged against the division INSET fund subject to the usual accounting and auditing rules and regulations.
5. Participants to this training should echo the information to their respective schools.
6. Activity Matrix is found in Enclosure No. 1.
7. For more information, please contact the following Youth Formation Coordinators:
 - A. MR. KENNETH D. ANOCHE- 1ST DISTRICT SECONDARY SCHOOLS
PDO – I (YOUTH FORMATION)- (CP NO. 09393133966)
 - B. MR. ZANDER F. FROFUNGA- 2ND DISTRICT SECONDARY SCHOOLS
PDO – I (YOUTH FORMATION)- (CP NO. 09494315576)
8. Immediate dissemination of this memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent

Encl: As stated

Reference:

**ORIENTATION FOR SECONDARY GUIDANCE COUNSELORS
IN PREPARATION FOR CAREER GUIDANCE PROGRAM IMPLEMENTATION**
July 20, 2017 | Capiz Division Multi-Purpose Hall

Start	End	Activity	Activity Facilitator
8:00AM	8:30AM	Registration/Attendance	Secretariat
8:30AM	9:30AM	Opening Program Philippine National Anthem Ecumenical Prayer Capiz Hymn Opening Remarks	On-air Dr. Miguel Mac D. Aposin, CESO V Schools Division Superintendent
9:30AM	10:30AM	K-12 Senior High School Offerings	Concepcion A. Dela Cruz Education Program Supervisor – English/Senior High School Coordinator
10:30AM	10:35AM	Energizer	
10:35AM	12:00NN	Operationalization of Career Guidance Program	Alan Vincent B. Altamia EPS - EsP
<i>LUNCH</i>			
1:00PM	2:00PM	Labor Market Trends	John Leo Marco D. Beldia PESO Manager – Province of Capiz
2:00PM	2:05PM	Energizer	
2:05PM	2:30PM	Open Forum and Awarding of Certificates	
2:30PM	4:00PM	Closing Remarks	Dr. Marlon P. Destreza Chief Education Supervisor – SGOD
4:00pm	---		

Enclosure No. 1 Division Memo No. 102 s. 2017

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