



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF CAPIZ**  
Banica, Roxas City



Tel. Number: (036) 620-2371-73, Fax: (036) 621-0974  
Website: <http://depedcapiz.ph>

March 30, 2017

DIVISION MEMORANDUM  
No. 53, s. 2017

**CAREER GUIDANCE ORIENTATION FOR SECONDARY GUIDANCE COUNSELORS**

To: All Public, Secondary and Integrated School Heads

1. The Capiz Division through the Youth Formation Section under the School Governance and Operations Division will conduct a **Career Guidance Orientation for Secondary School Guidance Counselors/Designate** at Capiz Division Multi-Purpose Hall on **April 4, 2017**.
2. The activity aims to:
  - a. provide better understanding on basic roles of guidance counselors;
  - b. establish a pool and a bonded community of career guidance advocates and guidance counselors that continuously performs the duty to excel and to lead; and
  - c. prepare each school's career guidance action plan.
3. Participants to this activity are **designated or appointed Guidance Counselors of secondary 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 chargeable against 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 and Action Plan format are found in enclosures 1 and 2 respectively.
7. For more information, please contact the following Youth Formation coordinators:
  - A. MR. KENNETH D. ANOCHE- 1<sup>ST</sup> DISTRICT SECONDARY SCHOOLS  
PDO – I (YOUTH FORMATION)- (CP NO. 09393133966)
  - B. MR. ZANDER F. FROFUNGA- 2<sup>ND</sup> 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:

DepEd Memorandum No. 2, s. 2017  
DepEd Memorandum No. 8, s. 2017  
To be indicated in the Perpetual Index  
Under the following subjects:

STUDENTS    TEACHERS    TRAINING    PROGRAMS

Start	End	Activity	Activity Facilitator
7:00AM	8:30AM	Registration	Secretariat
8:30AM	10:030AM	Opening Program  Philippine National Anthem Ecumenical Prayer  Opening Remarks	On-air  <b>Dr. Miguel Mac D. Aposin, CESO V</b> Schools Division Superintendent
10:00AM	10:30AM	Introduction on Youth Formation Division	<b>Zander F. Frofunga</b> Youth Formation Coordinator
10:30AM	10:40AM	Getting To Know You Better	<b>Kenneth D. Anoché</b> Youth Formation Coordinator
10:40AM	11:10AM	Understanding the Basics of Career Guidance Program	<b>Raydelyn P. Laquiña</b> Guidance Counselor – Mambusao NHS
11:10AM	11:15AM	Energizer	
11:15AM	12:00AM	Career Development	<b>Richell Fancubila</b> Guidance Counselor – San Nicolas NHS (Tapaz)
<i>LUNCH</i>			
1:00PM	2:00PM	The Importance of Career Guidance The Career Guidance Program Advocacy	<b>Alan Vincent B. Altamia</b> EPS - EsP
2:00PM	2:05PM	Energizer	
2:05PM	2:30PM	Preparation of Action Plan	Training Team
2:30PM	4:00PM	Closing Program	
-4:00pm	---		

Enclosure No. 1 Division Memo No. \_\_\_\_\_ s. 2017

**CAREER GUIDANCE ORIENTATION TO SECONDARY GUIDANCE COUNSELORS**

April 4, 2017

Capiz Division Multi-Purpose Hall

Start	End	Activity	Activity Facilitator
7:00AM	8:30AM	Registration	Secretariat
8:30AM	10:030AM	Opening Program  Philippine National Anthem Ecumenical Prayer Opening Remarks	On-air  <b>Dr. Miguel Mac D. Aposin, CESO V</b> Schools Division Superintendent
10:00AM	10:30AM	Introduction on Youth Formation Division	<b>Zander F. Frofunga</b> Youth Formation Coordinator
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Enclosure No. 2 Division Memo No. 53 s. 2017

\_\_\_\_\_ School \_\_\_\_\_

**ACTION PLAN**

Key Result Area	Activities	Expected Output	Target	Person/Office Responsible	Resource Requirement	Timeline	Success Indicator

Prepared by: \_\_\_\_\_

Noted: \_\_\_\_\_

Guidance Counselor \_\_\_\_\_

Principal/School Head \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

Approved: \_\_\_\_\_

Chief, SGOD \_\_\_\_\_

Schools Division Superintendent \_\_\_\_\_