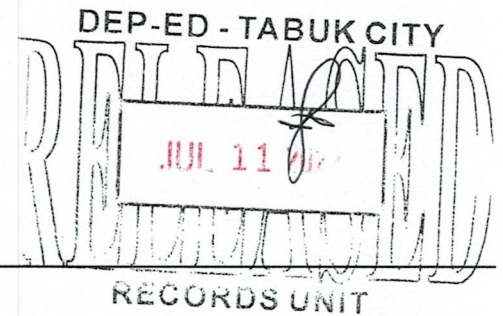




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

**Division Memorandum**

No. 209 s. 2022

TO: Elementary and Secondary School Heads  
School Homeroom and Career Guidance Coordinators  
All Others Concerned

DATE: July 11, 2022

SUBJECT: **Submission of Homeroom and Career Guidance Report**

1. Pursuant to DM-OUCI-2021-346, dated August 25, 2021 and DM-OUCI-2021-0015, dated January 18, 2021 this office reiterate the submission of Homeroom and Career Guidance report through this link: <https://drive.google.com/drive/folders/1-0A9KMgvZzqIWqWZK5rgKIDjz2aiYnoS?usp=sharing> on or before July 14, 2022. Schools who are hardly accessed the link may submit in hard copies address to the EsP Supervisor, M. Nicasio C. Sumarita, Jr.
2. The link will be shared to the different District GCs through the PSDSs for easy accessibility.
3. Annex 2 is for HGP and annex C for CGP Report Template.
4. Immediate and wide dissemination of this memorandum is desired.

  
**IRENE S. ANGWAY PhD, CESO VI**  
Schools Division Superintendent  
Office of the Schools Division Superintendent





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

**Annex C: School Career Guidance Implementation Report**

**CAREER GUIDANCE IMPLEMENTATION REPORT**  
**S.Y. 2020 - 2021**

<b>School:</b>	<b>Name of School Head:</b>
<b>Division:</b>	<b>Region:</b>
<b>Date of Submission:</b>	

**Career Guidance Program**

- 1. Facilitation of Career Guidance Orientation** (*Attach documentation: photos, videos program matrix, summary of activity evaluation report*)

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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<b>3. Career Counseling and Consultation</b>		
<b>Task/s</b>	<b>Accomplishment</b>	<b>Remarks</b>
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 2: Homeroom Guidance School Implementation Tool (School Level)**

**Homeroom Guidance School Implementation Tool**

Name of School: \_\_\_\_\_ Division & Region: \_\_\_\_\_  
School Head: \_\_\_\_\_ Date of Reporting: \_\_\_\_\_

Total No. of Classes for S.Y. 2021-2022	Total No. of Classes that Implemented Homeroom Guidance Program

Directions: Check the box that corresponds to your answer in each item using the legend below.

**LEGEND:** E- Evident – 95% - 100% of the total number of classes complied  
EI- Evident but Inadequate – 50% - 94% of the total number of classes complied  
NE- Not Evident – less than 50% of the total number of classes complied  
NA- Not Applicable – the area is not applicable / it is not possible to comply

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
<b>I. Curriculum Implementation and Compliance</b>					
1. HG MELCs is being followed properly.	Class schedule and learner's output/ portfolio				
2. Objectives of the program are achieved at the end of the school year.	Learner's output and minutes of meeting of advisers per grade level with Guidance Counselor/designate re HG's impact on learners				
<b>II. Delivery Process</b>					
1. HG Classes are programmed for the whole school year.	Class Program and Teacher Loading				
2. Learners and parents are acquainted with the competencies that they need to master per domain in each quarter	Letter to parents prepared by Adviser regarding the competencies for the quarter				
3. Class Advisers are being monitored as they implement the HG.	Results of Monitoring Tool and post conference of Guidance Counselor/designate with advisers				
<b>III. Assessment of Learner's Development</b>					
1. Learners are oriented on the learning objective and how	Documentation of learner's orientation about the learning objectives and evaluation of their development				





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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
their development will be assessed.					
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.	Documentation of conference with the learners about their development				
3. Learners can keep track of their progress in the program	Learner's Development Assessment with remarks of adviser and parent				
<b>IV. Supervision of Homeroom Guidance Implementation</b>					
1. A clear Monitoring Plan (Guidance Counselor/ Designate and School Head) before the start of the program is evident.	Monitoring Plans of School Head and Guidance Counselor/Designate				
2. Monitoring Plan is properly implemented.	Documentation of the actual monitoring results				
3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve the program delivery.	Minutes of Meeting with the concerned personnel and the accomplished HG Monitoring Tool (School Level)				
4. Monitoring results are utilized to improve the program delivery.	Matrix of Monitoring Results and the actions taken				
5. Proper coordination, planning, and corrective feedback system are being enforced.	Minutes of Meeting and Post Conference documentation				
6. Capacity-building for HG is being conducted.	Documentation of teachers and personnel training with the attached utilized budget and recorded training				
<b>V. Administrative Concerns</b>					
1. Orientation for learners and their parents is conducted by the school before the start of School Year.	Documentation of learners and parents' orientation (e.g. attendance sheet, photos etc.)				
2. An adequate budget is allotted for HG expenses.	Approved budget vs Financial Report of HG (e.g materials, training expenses etc.)				
3. Materials and relevant supplies (online or printed learning materials) are available for the learners and teachers of HG.	Inventory of supplies and materials vs reports of utilization				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
4. The learning modality is appropriate and conducive for the conduct of the program.	Number of learners in each learning modality				
5. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers				
6. Correct reports are submitted.	Year-end report by the school				
7. Issues and concerns based on the reports are acted upon.	Matrix of issues and concerns from the reports and actions taken				

Guidance Counselor/Designate: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature over printed name

School Head: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature over printed name