



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN

Archbishop Gabriel M. Reyes Street, Kalibo, Aklan



November 9, 2018

DIVISION MEMORANDUM

No. 337, s. 2018

CAPACITY BUILDING FOR GRADES 10 AND 11 COORDINATORS AND GUIDANCE COUNSELORS DESIGNATE ON CAREER GUIDANCE PROGRAM


To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialists
Public Secondary/Integrated Schools Heads
All Others Concerned**

1. Pursuant to DepEd Order No. 41, s. 2015, Senior High School Career Guidance Program and Early Registration and DepEd Memorandum No. 169, s. 2018, Implementation of the Grade 12 Career Guidance Modules, the Department of Education (DepEd) shall ensure that all Grade 10 completers including those who are outside the formal education system are enrolled in the Senior High School (SHS).
2. In view of the above, the DepEd, through the Schools Division Office, will conduct the Capacity Building for Grades 10 and 11 Coordinators and Guidance Counselors Designate on Career Guidance Program on November 22 to 24, 2018 at Adees Catering Services, Capitol Site, Kalibo, Aklan from 8:00 o'clock in the morning to 5:00 o'clock in the afternoon.
3. This activity has the following objectives:
 - a. assist SHS entrants in making informed decision regarding their choice of SHS track;
 - b. equip them with capabilities to perform various tasks to effectively deliver/communicate the program to the students; and
 - c. roll-out the division training for Career Guidance Program in their respective schools.
4. The schedule of training are the following:

DATE	ACTIVITY
November 22, 2018	Guidance Counselor Designates
November 23, 2018	Grade 10 Coordinators
November 24, 2018	Grade 11 Coordinators

5. There shall be no registration fee. Travel and other allowable expenses of participants related to this activity may be charged against Local Funds subject to the usual accounting and auditing rules and regulations.
6. The School Heads concerned are reminded of the "**no disruption of classes policy**". Appropriate measures should be implemented in order to ensure that make up classes shall be conducted by teachers who will participate in this activity. Also, proper adjustments in class schedule may be made so that the learners of these teachers are taken care of.
7. The participants, trainers, and management staff in this training shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 entitled Updated Guidelines on the Grant of Vacation Service Credits to teachers. Likewise, non-teaching personnel, including management staff be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
8. Immediate dissemination of and strict compliance with this Memorandum is directed.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


PATROCENIA Y. MAMBURAM
Administrative Officer V
Administrative Office
In-Charge of the Division

Enclosure: none
Reference: DepEd Order No. 41, s. 2015
DepEd Memorandum No. 169, s. 2018

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

EDUCATION
POLICY
PUPILS
SCHOOLS
STUDENTS
TEACHERS

MBA/SRYM