



Department of Education
Department of Education
Region VII, Central Visayas



DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City

June 14, 2013

DIVISION MEMORANDUM

No. 312 s. 2013

GUIDELINES ON THE CONDUCT OF CAREER GUIDANCE WEEK FOR HIGH SCHOOL STUDENTS EFFECTIVE SCHOOL YEAR 2013-2014

To: OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OIC
Elementary and Secondary School Heads
Heads, Private Elementary and Secondary Schools

1. Attached is DepEd Order No.25, s. 2013, dated May 24, 2013, entitled, **"GUIDELINES ON THE CONDUCT OF CAREER GUIDANCE WEEK FOR HIGH SCHOOL STUDENTS EFFECTIVE SCHOOL YEAR (SY) 2013 2014,"** which shall be celebrated every last week of July.

2. Immediate dissemination of the contents of this Memorandum is desired.


ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent

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| | |
|--------------------------------------|---------------|
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Republic of the Philippines
Department of Education

24 MAY 2013

DepEd ORDER
No. **25**, s. 2013

GUIDELINES ON THE CONDUCT OF CAREER GUIDANCE WEEK FOR HIGH SCHOOL STUDENTS EFFECTIVE SCHOOL YEAR (SY) 2013-2014

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Secondary Schools
All Others Concerned

1. In line with the goal of the K to 12 Basic Education Program to produce graduates who are ready for higher education, middle level skills development, employment and entrepreneurship, the Department of Education (DepEd) in collaboration with the Career Guidance Advocacy Program-Working Group (CGAP-WG), an inter-agency group under the President's Human Development and Poverty Reduction Cluster (HDPRC) issues the enclosed **Guidelines on the Conduct of Career Guidance Week for High School Students Effective School Year (SY) 2013-2014**, which shall be celebrated every last week of July.

2. For more information, all concerned may contact the Bureau of Secondary Education (BSE) through the Curriculum Development Division (CDD), Attention: **Ms. Cristeta M. Arcos** at telephone nos.: (02) 632-7746 and (02) 635-9822.

3. Immediate dissemination of and strict compliance with this Order is directed.

BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

Reference: None

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

CELEBRATIONS & FESTIVALS
Learning Area, GUIDANCE
POLICY

SECONDARY EDUCATION
STUDENTS

Rhea/DO R- Guidelines on the Conduct of Career Guidance Week
0446/May 16, 2013

(Enclosure to DepED Order No. 25 s, 2013)

**GENERAL GUIDELINES IN THE CONDUCT OF CAREER GUIDANCE WEEK FOR
HIGH SCHOOL STUDENTS EFFECTIVE SY 2013-2014**

The direction of one's career path can be strengthened in the presence of career advocacy program defining the various jobs which are considered marketable. This initial activity coupled with awareness to be well-informed of the existing career opportunities can provide the guidance needed by young persons in the choice of a career.

1. The Career Guidance Week celebration is envisioned to prevent too much waste of resources including time being spent in producing graduates in the tertiary level as well as in technical vocational education who could not meet the qualification standards in the labor market. Mismatch between 1) interest/aptitude and career; 2) career and labor demand; and 3) education/training and career results from uninformed and misguided students.

2. At the end of the Career Guidance Week, the students shall have:

- acquired information on
 - discovering one's strengths and developing awareness
 - the qualification standards for all types of career jobs
 - making informed decisions on a career choice
- developed awareness and appreciation of
 - the available jobs/choices in the labor market
 - their needs, interests, aptitudes and inclinations
- experienced
 - careers they are aiming at
 - matching their interest with the possible career in a given array of choices
 - identifying a career fitted to one's interest

3. The following are the activities for the conduct of the Career Guidance Week:

| Day | Activities: Focus on Student-Job Matching |
|-------|--|
| Day 1 | <ul style="list-style-type: none"> • Parade: <i>Students are dressed in their future careers (Ex. Coat and tie for lawyer)</i> • Launching ceremony/opening • Setting up of Booths |
| Day 2 | <ul style="list-style-type: none"> • Structured Learning Experiences (SLE) on Holland's Party Game <ul style="list-style-type: none"> - Lecturette: Self Assessment on Career Planning focus on Interests and Values) • Formulating One's Mission Statement • The Role of Parents in the Students' Choice of Career |
| Day 3 | <ul style="list-style-type: none"> • Career Planning (to be assisted by DOLE) <ul style="list-style-type: none"> - Goal Setting - Action Planning |
| Day 4 | <ul style="list-style-type: none"> • CAREER Talk <ul style="list-style-type: none"> - CHED - TESDA - DOST - Industries/Manufacturing Firms • Sharing of Experiences/Lessons Learned by Students |
| Day 5 | Closing Program |

4. The participants in the career guidance activities are all high school students from Grades 7 to 12, accompanied by their parents or guardians and other education stakeholders.

5. The Department of Education through the class advisers, guidance counselors, other school officials is the lead implementer. Experts from other government agencies such as the Commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), Philippine Regulation Commission (PRC), and Department of Labor and Employment (DOLE) may be tapped as resource persons to ensure the success of the Career Guidance Week activities.