



September 3, 2015

DIVISION MEMORANDUM
No. 566, s. 2015

**SENIOR HIGH SCHOOL (SHS) CAREER GUIDANCE TRAINING PROGRAM FOR
GUIDANCE COUNSELORS AND GRADE 10 ADVISERS**

TO : Assistant Superintendent
Division Supervisors/Coordinators
Secondary School Heads

1. In pursuance with the mandate of DepEd Order No. 41 s. 2015, the Division of Cebu Province will hold a **SENIOR HIGH SCHOOL (SHS) CAREER GUIDANCE TRAINING PROGRAM FOR GUIDANCE COUNSELORS AND GRADE 10 ADVISERS** on the following schedules, to wit:

Guidance Counselors	September 7 – 9, 2015	Ecotech Center Pavilion, Cebu City
Grade 10 Class Advisers	September 10 –12, 2015	Ecotech Center Pavilion, Cebu City

2. The training aims to equip the Guidance Counselors and Grade 10 Class Advisers in guiding Grade 10 students/SHS entrants in making informed decisions regarding their choice of track in view of the conduct of the SHS Early Registration.

3. Participants to the training are the designated school guidance counselor and one (1) Grade 10 Adviser from all public secondary and integrated schools of the Division. **All schools must send two (2) participants.**

4. All participants are advised to bring appropriate clothing suited for active and diverse activities of the training. All participants are likewise expected to be physically fit.

5. The training activities starts at 8:00 o'clock in the morning of Day 1, thus, all participants are expected to be at the venue at 7:30 in the morning. Participants from the island schools may check-in the night before Day 1.

6. Training facilitators and staff are directed to be at the venue in the afternoon of Sunday, September 6, 2015 to prepare the venue and the materials of the training.

7. Attendance monitoring shall be strictly observed to ensure that all participants will comply with the required number of hours of the training. It means that incomplete attendance to all the session may result to non-issuance of the certificate of completion.

8. Board and lodging, food, venue rentals, training materials and other incidental expenses of the training shall be chargeable against the **SHS CGP and Early Registration Downloaded Funds/Division InSET Funds**, while travelling expenses of the participants shall be chargeable against **local/MOOE funds**, subject to its availability and the usual accounting and auditing rules and regulations.

9. This serves as **TRAVEL AUTHORITY** of the participants.

10. Immediate dissemination of and strict compliance with this Memorandum is directed.


ROSELLER N. GELIG
ASDS

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

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405
Asst. Schools Division Superintendent:	(032) 414-7457
Accounting Section:	(032) 254-2632
Disbursing Section:	(032) 255-4401
Admin./Legal:	(032) 253-7847

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com