



September 3, 2015

DIVISION MEMORANDUM
No. 572, s. 2015

**SENIOR HIGH SCHOOL CAREER GUIDANCE PROGRAM
AND EARLY REGISTRATION**

TO : Assistant Superintendent
Division Supervisors/Coordinators
Secondary School Heads
Heads, Private Secondary Schools

1. Attached is DepEd Order No. 41 s. 2015 entitled, **SENIOR HIGH SCHOOL CAREER GUIDANCE PROGRAM AND EARLY REGISTRATION**, for your reference and guidance
2. These policies and guidelines shall remain in effect, unless otherwise amended. The Division will conduct Division training-workshop relative to the implementation of the SHS Career Guidance Program.
3. Immediate dissemination of and strict compliance of all concerned is directed.

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



Republic of the Philippines
Department of Education


DepEd O R D E R
No. **41** s. 2015

28 AUG 2015

**SENIOR HIGH SCHOOL CAREER GUIDANCE PROGRAM
AND EARLY REGISTRATION**

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

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Senior High School (SHS) Career Guidance Program (CGP) and Early Registration**, which aims to guide Grade 10 students/SHS entrants in making informed decisions regarding their choice of SHS track in view of the conduct of the SHS Early Registration.
2. The guidelines shall guide the DepEd offices, public and private schools, and other stakeholders in the conduct of the SHS CGP and Early Registration in preparation for the full implementation of SHS in SY 2016-2017.
3. All DepEd Orders and other related issuances, rules and regulations and provisions, which are inconsistent with these guidelines, are hereby repealed, rescinded, or modified accordingly.
4. Moreover, this policy shall take effect immediately after its publication in the DepEd official website, Official Gazette, or a newspaper of general publication.
5. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

References:

DepEd Order: Nos.: 52, s. 1998, 31, s.2012, 25, s.2013, and 1, s.2015

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

POLICY
ADMISSION or ENROLMENT
PUPILS
STUDENTS
PROGRAMS
SCHOOLS
SECONDARY EDUCATION
TECHNICAL EDUCATION
VOCATIONAL EDUCATION

A handwritten mark or signature located in the bottom right corner of the page. It consists of a circular scribble with a vertical line extending downwards from its center, ending in a small arrowhead.

**GUIDELINES ON THE SENIOR HIGH SCHOOL CAREER GUIDANCE PROGRAM
AND EARLY REGISTRATION**

I. Rationale

1. The K to 12 Basic Education Program is a flagship program of the Department of Education (DepEd), which introduces the additional two (2) years of Senior High School (SHS) – Grades 11 and 12. Through K to 12, learners are equipped to be holistically developed Filipinos with 21st Century Skills.
2. With the end view of the full implementation of SHS in SY 2016-2017, the DepEd shall ensure that all Grade 10 completers, including those who are outside the formal education system, are enrolled in the SHS. Furthermore, the DepEd, through the SHS CGP, shall assist SHS entrants in making informed decisions regarding their choice of track and promote awareness in the importance of choosing a track that suits their skills and interests that matches the available resources and needs of the society.
3. In view of the above, this Order aims to establish a set of guidelines for the conduct of the SHS CGP and Early Registration in preparation for the full implementation of SHS in SY 2016-2017.

II. Scope of the Policy

4. This DepEd Order provides for the establishment of a policy that articulates a detailed set of guidelines for the DepEd offices, public and private schools, and other stakeholders in the conduct of the SHS CGP and Early Registration in preparation for the full implementation of SHS in SY 2016-2017.

III. Policy Statement

5. The DepEd hereby establishes a policy that provides for a set of guidelines for the conduct of the SHS CGP and Early Registration in preparation for the full implementation of SHS in SY 2016-2017. Specifically, it shall:
 - a. assist SHS entrants in making informed decisions regarding their choice of SHS track;
 - b. promote awareness in the importance of choosing a track that suits their skills and interests that matches the available resources and needs of the society; and
 - c. ensure that all SHS entrants are registered in the SHS program in SY 2016-2017.

IV. Procedures

6. With the aim of assisting Grade 10 students, schools are required to conduct activities under the CGP. This program will promote awareness in the importance of choosing a career that suits their skills and interests that matches the available resources and needs of the society.



One of the activities in the CGP is the conduct of the Grade 10 Career Guidance Manual (Annex 1), which shall be delivered by the class adviser during the weekly Homeroom Guidance. This Grade 10 Career Guidance Manual contains three (3) modules: a) Embarking on a Journey of Self-Awareness; b) Examining the Destinations; and c) Charting Your Own Course. Also, a student primer containing important information regarding SHS and its tracks will be provided before the implementation of Module 2. This student primer must be distributed to all Grade 10 students/SHS entrants.

The Grade 10 Career Guidance Program and SHS Early Registration shall follow the timeline below:

DATE	ACTIVITY
September 14-18, 2015	Conduct of Module 1
September 21-25, 2015	Conduct of Module 2, Session 1
September 28-October 2, 2015	Conduct of Module 2, Session 2
October 5-9, 2015	Conduct of Module 3
October 12-16, 2015	Career Guidance Week
October 17, 2015	Parent-Teacher Conference
October 19-23, 2015	Senior High School Early Registration

During the Career Guidance Week, schools are encouraged to intensify the conduct of awareness campaigns, career fairs, and orientation activities on the SHS program. The SHS program shall also be discussed during the Parent-Teacher Conference and other meetings with the parents, teachers, local and barangay officials, civic organizations, and other stakeholders. During this period, an offline search facility shall be made accessible in the computer laboratories and terminals, wherein students and parents can browse through the menu of schools offering SHS as well as their respective program offerings.

The Schools Division Offices (SDOs) are also urged to observe a division-wide Career Guidance Week to cater to Grade 10 students enrolled in private schools, high school graduates prior to the full implementation of the K to 12 Program, passers of the Philippine Educational Placement Test (PEPT) and Accreditation and Equivalency (A&E) Examination for JHS Level, and other learners outside the formal system who opt to pursue SHS.

To back up the CGP, SDOs shall post the list of schools, which will offer the SHS program, in conspicuous places. The same list shall be posted on the website of the division. Likewise, schools shall also post their respective SHS program offerings as well as their absorptive capacity in front of the school premises.

Also, as indicated in the Module 2 of the Grade 10 Career Guidance Manual, School Division Superintendents (SDSs) must provide regional Labor Market Information to all the schools in their divisions to further help the students in choosing their tracks.

SDOs are encouraged to develop city/municipal SHS maps for each and every city/municipality within the division. The city/municipal SHS map may be printed on tarpaulin for use as billboards in conspicuous public places, as part of brochures, handouts or other SHS advocacy materials, or even in local papers.

The City/Municipal SHS Map shall contain the following data/information:

- a. All SHS providers in the area (both DepEd and non-DepEd)
- b. All program (tracks and strands) offerings per SHS provider
- c. Number of slots to be offered per program per SHS provider
- d. Distances of the SHS providers from each other

The Central Office (CO) shall disseminate a manual for the development of SHS maps to ensure a uniform set of procedures for developing said maps.

The Regional Offices (ROs) shall fully support the school and division level campaigns.

7. The DepEd declares October 2015 as the SHS Early Registration Month for SY 2016-2017. The following are the objectives of the early registration:
 - a. to ensure that all Junior High School (JHS) or Grade 10 completers by the end of SY 2015-2016 enter the SHS program;
 - b. to encourage high school graduates and passers of PEPT and A&E Examination for JHS Level prior to the full implementation of K to 12 Program (i.e., SY 2016-2017) to enroll in the SHS program; and
 - c. to gather relevant information about the SHS entrants that will help facilitate the optimal allocation of required resources such as classrooms, teachers, equipment, and facilities.
8. Upon culmination of the CGP, the SHS Early Registration shall be conducted from October 19-23, 2015. All Grade 10 students in SY 2015-2016 shall submit to their class adviser a duly accomplished SHS Preference Slip (Annex 2) containing their choice of schools and programs. It shall be expected that the student's preferences were discussed with their parents.

The class adviser shall register their students through the Learner Information System (LIS). A detailed procedural guide for the submission of the students' preferences in the LIS will be available for download in the LIS Help page <http://lis.deped.gov.ph/support> by October 1, 2015.

High school graduates prior to the full implementation of the K to 12 Program, PEPT and A&E Test passers, and other learners outside the formal system, who opt to enter SHS, may register in any of the schools offering SHS using the SHS Registration Form (Annex 3).

9. The school head shall ensure the accurate and timely submission of the required information in the LIS. He/she shall also consolidate and submit to the Division SHS Coordinator the registration forms of all SHS registrants who are not covered by the LIS, including summary of their choice of school and tracks using Annex 4. He/she shall ensure that the SHS Early Registration is culminated not later than October 23, 2015 and that all submissions are made not later than November 6, 2015.

Using a template to be disseminated to all SDOs by October 1, 2015, the Division SHS Coordinator shall prepare a summary of the result of the SHS



Early Registration and submit to the RO for onward submission to the CO not later than November 20, 2015.

10. Expenses related to the conduct of SHS CGP and Early Registration shall be charged against funds to be downloaded to all SDOs. Other expenses in excess of the appropriated funds shall be charged against local funds, as appropriated, as authorized, and subject to existing accounting and auditing rules and regulations.

V. Effectivity

11. This policy shall take effect immediately after its publication in the DepEd official website, Official Gazette or a newspaper of general publication. Immediate dissemination of and strict compliance with this Order is directed.

-Nothing follows-



Name of Second Choice SHS (Do not abbreviate)	
Address (City/Town or Province)	
First Choice Track: _____ Strand: _____	Second Choice Track: _____ Strand: _____
Specializations: 1. _____ 2. _____ 3. _____ 4. _____	Specializations: 1. _____ 2. _____ 3. _____ 4. _____

9. PERMANENT HOME ADDRESS

House Number and Street		
Subdivision/Barangay		
Town/City		
Province		Postal/Zip Code

10. CONTACT INFORMATION

Telephone Number		Cellphone Number	
E-mail Address			

I affirm that:

- (1) I have read the information contained in DepEd Order No. ____ s. 2015 and understood all the instructions in connection with my registration;
- (2) I have been made aware of the SHS tracks and the importance of choosing the right career path through the Career Guidance Program;
- (3) The preferences supplied in this slip are a result of a well-informed decision making as discussed with my parent(s)/guardian; and
- (4) I will abide by the DepEd rules and policies in relation to the SHS program.

Furthermore, I understand that all information I provide in this form may be used by the Department of Education and I consent to such with the assurance that my personal details will be kept confidential.

Signature over Printed Name of the Student

Date

Signature over Printed Name of the Parent/Guardian

Date

REMINDEES:

Department of Education
Senior High School Preference Slip
 SY _____

TO THE STUDENT AND PARENT/GUARDIAN: Print legibly all information required. Place X marks in appropriate boxes.

1. NAME OF STUDENT: Print your full name in the following sequence: LAST, FIRST, MIDDLE.
 Place one letter in each box. Leave one box blank between names.

2. LEARNER'S REFERENCE NUMBER (LRN)

LAST																				
FIRST																				
MIDDLE																				

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3. SENIOR HIGH SCHOOL (SHS) APPLIED FOR: Choose from the list of schools offering SHS (up to two choices allowed). Do not indicate the same SHS twice. Make sure that track (Academics, TVL, Sports, Arts and Design), strand, and specialization choices are offered in the SHS indicated. Write NONE on the blank if you do not have other choices of SHS/track/strand/specialization.

Name of First Choice SHS (Do not abbreviate)																									
Address (City/Town or Province)																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">First Choice Track:</td> <td style="width: 40%;">Strand:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Specializations:</td> </tr> <tr> <td colspan="2">1.</td> </tr> <tr> <td colspan="2">2.</td> </tr> <tr> <td colspan="2">3.</td> </tr> <tr> <td colspan="2">4.</td> </tr> </table>	First Choice Track:	Strand:	Specializations:		1.		2.		3.		4.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Second Choice Track:</td> <td style="width: 40%;">Strand:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Specializations:</td> </tr> <tr> <td colspan="2">1.</td> </tr> <tr> <td colspan="2">2.</td> </tr> <tr> <td colspan="2">3.</td> </tr> <tr> <td colspan="2">4.</td> </tr> </table>	Second Choice Track:	Strand:	Specializations:		1.		2.		3.		4.	
First Choice Track:	Strand:																								
Specializations:																									
1.																									
2.																									
3.																									
4.																									
Second Choice Track:	Strand:																								
Specializations:																									
1.																									
2.																									
3.																									
4.																									

Name of Second Choice SHS (Do not abbreviate)																									
Address (City/Town or Province)																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">First Choice Track:</td> <td style="width: 40%;">Strand:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Specializations:</td> </tr> <tr> <td colspan="2">1.</td> </tr> <tr> <td colspan="2">2.</td> </tr> <tr> <td colspan="2">3.</td> </tr> <tr> <td colspan="2">4.</td> </tr> </table>	First Choice Track:	Strand:	Specializations:		1.		2.		3.		4.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Second Choice Track:</td> <td style="width: 40%;">Strand:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Specializations:</td> </tr> <tr> <td colspan="2">1.</td> </tr> <tr> <td colspan="2">2.</td> </tr> <tr> <td colspan="2">3.</td> </tr> <tr> <td colspan="2">4.</td> </tr> </table>	Second Choice Track:	Strand:	Specializations:		1.		2.		3.		4.	
First Choice Track:	Strand:																								
Specializations:																									
1.																									
2.																									
3.																									
4.																									
Second Choice Track:	Strand:																								
Specializations:																									
1.																									
2.																									
3.																									
4.																									

I affirm that:

- (1) I have read the information contained in DepEd Order No. ____, s. 2015 and understood all the instructions in connection with my registration;
- (2) I have been made aware of the SHS tracks and the importance of choosing the right career path through the Career Guidance Program;
- (3) The preferences supplied in this slip are a result of a well-informed decision making as discussed with my parent(s)/guardian; and
- (4) I will abide by the DepEd rules and policies in relation to the SHS program.

Furthermore, I understand that all information I provide in this form may be used by the Department of Education and I consent to such with the assurance that my personal details will be kept confidential.

Signature over Printed Name of the Student

Date

Signature over Printed Name of the Parent/Guardian

Date

Department of Education
Senior High School Registration Form
 SY _____

TO THE STUDENT AND PARENT/GUARDIAN: Print legibly all information required. Place X marks in appropriate boxes.

1. **NAME OF STUDENT:** Print or type your full name in the following sequence: LAST, FIRST, MIDDLE.
 Place one letter in each box. Leave one box blank between names.

LAST																				
FIRST																				
MIDDLE																				

2. **SEX** Male Female

3. **DATE OF BIRTH** (Month, Day, Year)

--	--	--	--	--	--	--	--

4. **PLACE OF BIRTH** (City/Town or Province)

5. **NATIONALITY**

6. **ELEMENTARY SCHOOL** (where you completed Elementary Level education / Grade 6)

Elementary School Name (Do not abbreviate)	Month/Year of Completion
Address (City/Town or Province)	Region
Are you a passer of Philippine Educational Placement Test (PEPT) for Elementary Level? No <input type="checkbox"/> Yes <input type="checkbox"/>	Month/Year of Completion
Are you a passer of Accreditation and Equivalency (A&E) Test for Elementary Level? No <input type="checkbox"/> Yes <input type="checkbox"/>	Month/Year of Completion
Name of Community Learning Center (Do not abbreviate)	Address (City/Town or Province)

7. **JUNIOR HIGH SCHOOL (JHS)** (where you completed/are completing JHS / Grade 10)

JHS Name (Do not abbreviate)	Month/Year of Completion
Address (City/Town or Province)	Region
Are you a passer of Philippine Educational Placement Test (PEPT) for JHS Level? No <input type="checkbox"/> Yes <input type="checkbox"/>	Month/Year of Completion
Are you a passer of Accreditation and Equivalency (A&E) Test for JHS Level? No <input type="checkbox"/> Yes <input type="checkbox"/>	Month/Year of Completion
Name of Community Learning Center (Do not abbreviate)	Address (City/Town or Province)

8. **SENIOR HIGH SCHOOL (SHS) APPLIED FOR:** Choose from the list of schools offering SHS (up to two choices allowed). Do not indicate the same SHS twice. Make sure that track (Academics, TVL, Sports, Arts and Design), strand, and specialization choices are offered in the SHS indicated. Write NONE on the blank if you do not have other choices of SHS/track/strand/specialization.

Name of First Choice SHS (Do not abbreviate)	
Address (City/Town or Province)	
First Choice Track:	Second Choice Track:
Strand:	Strand:
Specializations:	Specializations:
1.	1.
2.	2.
3.	3.
4.	4.