



February 22, 2016

DIVISION MEMORANDUM
No. 105, s. 2016

**CONTINUING SENIOR HIGH SCHOOL (SHS) CAREER GUIDANCE ADVOCACY OF THE
DIVISION OF CEBU PROVINCE CONFERENCE-WORKSHOP**

TO : Assistant Superintendents
Chief Education Program Supervisors
Education Program Supervisors/Coordinators
District Supervisors/OICs
Public Secondary School Heads

1. To ensure the continuity of the Senior High School (SHS) Career Guidance Program (CGP) of schools, a **CONTINUING SENIOR HIGH SCHOOL (SHS) CAREER GUIDANCE ADVOCACY OF THE DIVISION OF CEBU PROVINCE CONFERENCE-WORKSHOP** will be conducted on February 26, 2016 at Liloan NHS – Don Bosco Extension Campus, Cotcot, Liloan, Cebu.

2. Participants to the Conference-Workshop are the following, to wit:

No. of Participants	Participants
239	School Heads of Secondary and Integrated Schools
44	Lead Secondary School Guidance Counsellors/Designates
44	One (1) Grade 10 Adviser per municipality who attended the September 2015 SHS Career Guidance Program (CGP) Training
6	Division Personnel (Chiefs CID & SGOD, SHS Coordinator, SHS TWG Focal Person, SEPS for Mobilization)
333	

3. School head participants are to bring their **Continuing Plan for Senior High School (SHS) Career Guidance Program (CGP) Advocacy, SHS Plan for Partnership and Immersion Program, SHS Inventory of Available Facilities, Tools and Equipment, SHS Programmed Procurement and Acquisition Plan**, and the **latest report on building construction**.

4. Guidance Counsellors and grade 10 advisers are to bring **SHS CGP Manual, Early Registration Profile Report, Early Enrolment Report** (based on the adjusted offering), **narrative and statistical report on the conduct of the SHS Career Guidance Program advocacy** and **documentary of the SHS Division Caravan and other school based programs**.

5. All these reports will be compiled by municipality and ***must be duly quality checked*** by the lead secondary principal and will be submitted during the conference. Hard and soft copy of all the reports are required for submission.
6. This memorandum serves as **Travel Authority** of all the participants.
7. Expenses for the snacks, lunch and materials of the conference are chargeable against the Senior High School (SHS) Career Guidance Program (CGP) funds, while traveling and other incidental expenses of the participants and the Division Personnel shall be chargeable against **school MOOE/Division MOOE funds**, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.


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Schools Division Superintendent

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