



Republic of the Philippines

Region VII, Central Visayas

Sudlon, Lahug, Cebu City



September 28, 2016

DIVISION MEMORANDUM

NO. 589, s. 2016

Conduct of Senior High School Career Guidance Program and Early Registration for School Year (SY) 2016-2017

**TO: Assistant Schools Division Superintendents
Chiefs/Section/Unit Heads
Education Program Supervisors/SEPS/EPS
Secondary School Heads/TICs
All Others Concerned**

1. The office hereby informs all concerned for the **Conduct of Senior High School Career Guidance Program and Early Registration** for the **School Year (SY) 2016-2017** on **October 3-14 (Career Guidance Program); 16-29 (Early Registration), 2016**. This aims to guide Grade 10 students in making informed decisions regarding their choice of SHS track suitable to their skills and interest. This will also enable them to **pre-register** into SHS for **SY 2017-2018**.
2. Secondary Schools offering Senior High School Programs are directed to put-up a **Help Desk** with an **Officer of the Day (OD)** who can immediately respond to the queries and concerns from stakeholders. The Principal/School Head must also assign an **Enrollment Officer** who will facilitate in the early registration process.
3. In addition, principals must put-up a tarpaulin in a conspicuous location of the school announcing to the public regarding the **Senior High Early Registration for School Year 2017-2018**. The tracks/strand or specialization offered by the school concerned may be indicated in the tarpaulin.
4. The **enrollment report** indicating the names and numbers of students (arranged in alphabetical order) for **Grade/s 11 and 12** who enrolled by **strand/track or specialization** must be submitted to the division office **on or before October 31, 2016** c/o **Mrs. Agustina Albiso, Planning Officer**.

5. For further details as regards to the timeline and other pertinent information about the aforementioned activity, **DepEd Memo Number 161 dated September 28, 2016** is hereby attached.

6. **Wide dissemination and strict compliance of this Memorandum is hereby requested.**


RHEA MAR A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent





Republic of the Philippines
Department of Education

28 SEP 2016

DepEd MEMORANDUM
No. **161**, s. 2016

**CONDUCT OF SENIOR HIGH SCHOOL CAREER GUIDANCE PROGRAM
AND EARLY REGISTRATION FOR SCHOOL YEAR 2016-2017**

To: Undersecretaries
Assistant Secretaries
Regional Secretary, ARMM
Regional Directors
Bureau and Service Directors
Schools Division Superintendents
Public and Private Elementary and Secondary Schools Heads
All Others Concerned

1. The Department of Education (DepEd) issues this Memorandum for the **Conduct of Senior High School (SHS) Career Guidance Program (CGP) and Early Registration for School Year (SY) 2016-2017**. This CGP aims to guide Grade 10 students in making informed decisions regarding their choice of SHS track suitable to their skills and interest. This will also enable them to pre-register into SHS for SY 2017-2018.
2. The schools are encouraged to use the same Career Guidance Modules for Grade 10 which were rolled-out nationwide on September 2015 per DepEd Order No. 41, s. 2015 entitled *Senior High School Career Guidance Program and Early Registration*.
3. The Grade 10 Career Guidance Manual shall be carried out following the timeline below. The teachers may conduct the respective modules in any day within the week designated per module.

Date	Activity
October 3-7, 2016	Conduct of Module 1
	Conduct of Module 2, Session 1
	Conduct of Module 2, Session 2
	Conduct of Module 3
October 10-14, 2016	Career Guidance Week
October 15, 2016	Parent-Teacher Conference
October 16-29, 2016	Senior High School Early Registration
October 31-November 18, 2016	LIS Submission/Encoding for Grade 10 students (LIS SHS Registrants)
November 18, 2016	Submission of SHS Registration Forms (Annex 3) to Division SHS Coordinator
November 25, 2016	LIS Submission/Encoding for Non-LIS SHS Registrants

4. After the conduct of the Grade 10 Career Guidance Program, the school guidance counselors or school guidance coordinators/advocates shall accomplish the monitoring and evaluation report provided in Enclosure No. 1. Soft or hard copies of these documents shall be submitted to the division Youth Formation Program (YFP) coordinators of Division School Governance and Operations (SGOD) exactly one week after the conduct of CGP on or before **October 14, 2016**.

5. The division YFP coordinators of Division SGOD shall collate the submitted schools' monitoring reports. After collating all the school's monitoring reports, the designated YFP coordinators of SGOD shall forward soft or hard copies of the said documents to the designated regional YFP coordinator of Education Support Services Division (ESSD) on or before **October 21, 2016**.

6. The designated regional YFP coordinator of Education Support Services Division (ESSD) shall collate, organize and forward the soft or hard copies to the Office of Youth Formation Division, Bureau of Learner Support Services (BLSS) on or before **October 28, 2016**.

7. Designated YFP coordinators at the RO's and SDO's are expected to submit monitoring reports to the Office of Youth Formation Division, Bureau of Learner Support Services (BLSS), Department of Education (DepEd) Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 637-9814 or through email address: blss.yfd@deped.gov.ph. The deadline of the submission is on **October 28, 2016**.

8. Upon the culmination of the CGP, the SHS Early Registration shall be conducted **from October 16 to 29, 2016**. All Grade 10 students in SY 2016-2017 in all public and private secondary schools, including state universities and colleges (SUCs), shall submit to their respective class advisers their choice of school and programs using the SHS Preference Slip contained in Enclosure No. 2. It shall be expected that the student's preferences have been discussed with their parents.

9. The class advisers shall register the students for SHS and submit their preference through the Learner Information System (LIS) **from October 31 to November 18, 2016**. The procedural guide for encoding of the learners' preference in the LIS is detailed in Enclosure No. 3.

10. High school graduates who are 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 (those who are not covered by the LIS), may register in any of the schools offering SHS using the SHS Registration Form found in Enclosure No. 4.

11. The school head shall forward to the Schools Division SHS coordinator the duly accomplished registration forms (Enclosure 4) of all non-LIS SHS registrants not later than **November 18, 2016**. The school shall maintain a duplicate a copy of the said forms for records purposes.

12. The Schools Division SHS coordinator, with the assistance of the planning officer and/or IT coordinator, shall enrol the non-LIS SHS registrants in the LIS. The detailed procedural guide for encoding the learners' information and preference shall be posted at the lis.deped.gov.ph/help. The log-in accounts of the planning officer or IT coordinator can temporarily be used for purposes of SHS registration.

13. All regional directors, schools division superintendents, and school heads are enjoined to extend full support to the program.

14. Expenses relative to the implementation of the program shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

15. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS-BRIONES
Secretary

Encls.:

As stated

Reference:

N o n e

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

OFFICIALS
PROGRAM
SCHOOLS
SENIOR HIGH SCHOOL
TEACHERS
WORKSHOPS

SMA, DM Conduct of SHS Career Guidance Program
0689-September 19, 2016

**Career Guidance Program Monitoring and Evaluation Form
Department of Education**

Name (optional)	
Region	
Division	
School	
Module delivered? (1, 2, and/or 3)	

Instructions: Indicate your rating for the following items below by putting a check () in the box corresponding to your answer. **SDA** stands for **Strong Disagree**, **DA** stands for **Disagree**, **N** for **Neutral**, **A** for **Agree**, **SA** for **Strongly Agree**, and **NA** for **Not Applicable**.

I. Learning Objectives

Items	SDA	DA	N	A	SA	NA
1. I clearly understood the objectives of the modules						
2. The objectives of the modules were specific, achievable, and relevant						
3. The expected results of the modules were well-described						
4. The objectives of the modules delivered were all achieved at the end of the session						

II. Learning Content

Items	SDA	DA	N	A	SA	NA
1. The Learning Content of the modules are aligned with the objectives						
2. The Learning Content of the modules are suited to the needs of the learners						
3. The Learning Content of the modules are suited to the level of understanding of the learners						
4. The Learning Content of the modules are suited to the level of appreciation of the learners						
5. The assignments given were useful and complement the objectives of the modules						

III. Organization

Items	SDA	DA	N	A	SA	NA
1. The modules are well-organized in terms of content and flow						
2. The activities in the modules were sequenced in a logical manner						
3. The time given in conducting the modules is appropriate						

IV. Learning Experience

Items	SDA	DA	N	A	SA	NA
1. I believe my learners enjoyed the modules' activities						
2. I found the module challenging and stimulating						
3. I believe the learning activities were completely aligned to the modules' objectives						
4. I found the activities essential to the needs of my learners as the Senior High School Early Registration draws near						
5. I found the learning activities easy to conduct but very meaningful						
6. The materials needed in the module are easy to get						

COMMENTS / SUGGESTIONS / RECOMMENDATIONS

Instructions: In 3 to 5 sentences, answer the given questions below. Write your answers on the blank provided.

1. What were the best features of the content of the modules? Why?

2. What were the features of the content of this module that need further improvement? How could we improve them?

3. Other comments and suggestions:

Department of Education
Senior High School Preference Slip
 SY _____

TO THE STUDENT AND PARENT/GUARDIAN: Print legibly all information required. Submit to the class adviser once you have accomplished this form.

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																				

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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 the track (Academics, TVL, Sports, Arts and Design), strand (STEM, ABM, HUMSS and GAS), or TVL specialization choices are offered in the SHS indicated. Write the **COMPLETE** program offering (track- strand or specialization/s) of your choice in the box provided. Write NONE in the box if you do not have a second choice program or school.

Name of First Choice SHS (Do not abbreviate)

Address (City/Town or Province)

First Choice Program:

Second Choice Program:

Name of Second Choice SHS (Do not abbreviate)

Address (City/Town or Province)

First Choice Program:

Second Choice Program:

I affirm that:

- (1) I have read the information contained in DepEd Order No. 61 and _____, s. 2016 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

(Enclosure No. 3a to DepEd Memorandum No. 161, s. 2016)

**PROCEDURES FOR SUBMISSION OF LEARNER PREFERENCES
FOR SENIOR HIGH SCHOOL
(FOR PUBLIC SCHOOLS)**

1. SHS Early Registration shall be conducted from *October 16 - 29, 2016* with guidelines provided in this Order. During this period, class advisers for Grade 10 in all public secondary schools shall register their learners for SHS and submit learners' preferences through the SHS Registration Module in the LIS.
2. The SHS Registration Module is accessible through the "SHS Registration" link (right of "Masterlist") in the LIS Main Menu. The SHS Registration page shall display the list of Grade 10 learners enrolled for SY 2016-2017 with input fields for SHS preferences opposite each learner's name.
3. In case a learner is currently enrolled in the school but not yet registered or enrolled in the LIS for SY 2016-2017 like in the case of a transferee or a late enrollee, the Class Adviser shall enrol the learner first before he/she is registered for SHS. The "Enrol Learner" link shall be accessible from the SHS Registration page for ease of navigation.
4. The Class Adviser shall enter the learner's SHS preferences, choosing from a drop-down list of schools and program offerings. These data shall be captured from the SHS Preference Slip (Annex 1 of this Order) filled-up and submitted by the learner. A first and second choice must always be provided for the SHS and for each school; two programs must be provided unless the preferred school has only one program offering.
5. The progress of SHS registration shall be made available online to school heads and through the Planning Offices in the Division and Regional Offices. The Planning Office shall provide the SHS Coordinators with regular updates on the SHS online registration.
 - 5.1. School Heads shall be informed of the progress of SHS Registration through the notification bar at the Masterlist page.
 - 5.2. Planning offices in the division and region will be able to view the progress of registration in the Status of Updating - SHS Registration link from the LIS Main Menu.
6. Upon culmination of SHS registration in the LIS, a Summary Report on the number of registrants by school and program offering can be generated in Excel format through the "Download" link under the "Summary" column in the LIS Status of Updating - SHS Registration page.
7. An instructional material in video and infographics is available through the LIS Support page. For questions regarding the use of LIS for SHS registration, please contact EMISD through ps.emisd@deped.gov.ph or the LIS Help Desk through icts.usd@deped.gov.ph and telephone no. 0922-4104603.

(Enclosure No. 3b to DepEd Memorandum No. 161, s. 2016)

**PROCEDURES FOR SUBMISSION OF LEARNER PREFERENCES
FOR SENIOR HIGH SCHOOL
(FOR PRIVATE SCHOOLS AND SUCs)**

1. SHS Early Registration shall be conducted from October 16 - 29, 2016 with guidelines provided in this Order. During this period, private schools and SUCs shall register all Grade 10 learners for SHS and submit learners' preferences through the SHS Registration Module in the LIS. This online registration facility shall be accessed by private schools and SUCs using their EBEIS user account.
2. The SHS Registration Module is accessible through the "SHS Registration" link (right of "Masterlist") in the LIS Main Menu. The SHS Registration page shall display the list of Grade 10 learners enrolled and uploaded in the LIS for SY 2016-2017 with input fields for SHS preferences opposite each learner's name.
3. In case a learner is currently enrolled in the school but not yet registered or enrolled in the LIS for SY 2016-2017, the duly authorized private school/SUC encoder shall enrol the learner first before he/she is registered for SHS. The "Enrol Learner" link shall be accessible from the SHS Registration page for ease of navigation.
4. The authorized private school/SUC encoder shall enter the learner's SHS preferences, choosing from a drop-down list of schools and program offerings. These data shall be captured from the SHS Preference Slip (Annex 2 of DepEd Order No. 41 s.2015) filled-up and submitted by the learner. A first and second choice must always be provided for the SHS and for each school; two programs must be provided unless the preferred school has only one program offering.
5. The progress of SHS registration shall be made available online to school heads and through the Planning Offices in the Division and Regional Offices. The Planning Office shall provide the SHS Coordinators with regular updates on the SHS online registration.
 - 5.1. School Heads shall be informed of the progress of SHS Registration through the notification bar at the Masterlist page.
 - 5.2. Planning offices in the division and region will be able to view the progress of registration in the Status of Updating - SHS Registration link from the LIS Main Menu.
6. An instructional material in video and infographics is available through the LIS Support page. For questions regarding the use of LIS for SHS registration, please contact EMISD through ps.emisd@deped.gov.ph or the LIS Help Desk through icts.usd@deped.gov.ph and telephone no. 0922-4104603.

Name of Second Choice SHS (Do not abbreviate)
Address (City/Town or Province)
First Choice Program:
Second Choice Program:

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. 41 and _____, 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

REMINDERS: