



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
IPHO BUILDING Sudlon , Lahug , Cebu City



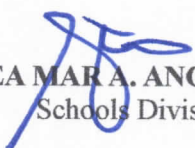
DIVISION MEMORANDUM

No. 461, s. 2018

**CAREER PATHING AND EMPLOYMENT OPPORTUNITIES**

TO : Assistant School Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads/Administrators of Public and Private Elem. & Sec. Schools

1. Enclosed is a letter from Dr. Eunice B. Raz, Academic Director, School of Knowledge for Industrial Labor Leadership and Services (SKILLS), Skills Campus General Maxilom Avenuae, Cebu City, seeking approval from our Office to allow SKILLS, Inc. school guidance counselors team to visit our National High Schools within the Division to give at least an hour talk on **Career Pathing and Employment Opportunities** to our grade 10 and ALS learners starting July 2018.
2. Please be informed that this Office interposes no objection re the conduct of the said activity, provided that:
  - a. there shall be proper coordination between the school head and the program organizer re the schedule so as not to destruct class schedule;
  - b. schools shall be provided with the activity design;
  - c. other matters relative to the conduct of the said activity shall be taken with utmost consideration.
3. School Heads shall submit a Status Report re the conduct of the said activity to this Office duly endorsed by the Public Schools District Supervisors concerned.
4. Wide dissemination of this Memorandum is highly desired.
5. For proper guidance and strict compliance.

  
**RHEA MARA. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent



**SCHOOL OF KNOWLEDGE FOR INDUSTRIAL LABOR  
LEADERSHIP AND SERVICES (SKILLS)**

SKILLS Campus General Maxilom Avenue, Cebu City 6000  
[www.skills.com.ph](http://www.skills.com.ph) ; Telephone Number 032-2346102



**PRIMARY  
STRUCTURES  
EDUCATIONAL  
FOUNDATION, INC.  
(PSEFI) Training &  
Assessment Center**

*NTJ 1993*

July 4, 2018

**Dr. Rhea Mar A. Angtud, CESO VI**

School Division Superintendent - Cebu Province Division  
Cebu Philippines

Dear Dr. Angtud:

Greetings of peace!

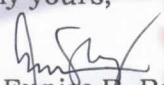
The School of Knowledge for Industrial Labor, Leadership and Services, Inc. would like to applaud the Department of Education under your care for the successful implementation of quality education over the years.

We strongly believe that our present learners need to prepare themselves for their future. The right preparations and the right choice of career will make our new generation better than ever before. In line with this, our school guidance is offering a free talk on Career Pathing and Employment opportunities to help the Department of Education in assessing our learners' potential in every field of expertise they would like to be in the future.

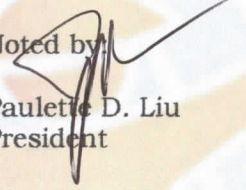
We would like to ask your permission to allow SKILLS, Inc. school guidance counselor's team to visit our National High Schools within Cebu Province to give at least an hour talk to our grade 10 and ALS learners. We will conduct and facilitate the career path session through the respective school principal and guidance counselor in every National High School starting the month of July 2018, if granted.

Working with you in shaping the learners' future is our way of giving great support to our Philippine Educational systems. Should you have any clarification, you may call the undersigned at 09176523130 and Dr. Requina at 09175991658 or on the above telephone number.

Truly yours,

  
Dr. Eunice B. Raz  
Academic Director

Noted by

  
Paulette D. Liu  
President

(Enclosure No. 1 to DepEd Order No. 025s. 2018)

**IMPLEMENTING GUIDELINES ON THE SCHOOL CALENDAR  
FOR SCHOOL YEAR (SY) 2018-2019**

1. The school year (SY) shall formally open on **Monday, June 4, 2018** and shall end on Friday, **April 5, 2019**. It shall consist of **208 school days** inclusive of the five-day In-Service Training and three days of Parent-Teacher Conferences (PTC).
2. Learners are expected to be in school for a total of **200 class days** for this SY. To ensure quality in the school operation and actual teaching learning, the 187-day contact time for teachers and learners is non-negotiable. The physical presence of school heads in schools shall also be enforced.
3. Local activities and observances that involve student participation, such as competitions, festivities, press conferences, culminating activities, and field demonstrations **must be regulated** so as not to cause disruption of classes and to ensure that the required contact time or number of teaching-learning days is met. Regions, Divisions and Schools are encouraged to plan and implement these activities once in a school year or after each quarter. There shall be no co-curricular and extra-curricular activities two weeks before the quarterly examinations.
4. A general assembly shall be conducted by all schools to orient stakeholders on the curriculum, co-curricular programs and ancillary services to support learner development and the continuous improvement of school outcomes. The assembly shall be done at least a week before the school opening to ensure that the conduct of classes is done on the formal opening of classes on June 4.
5. Parent-teacher conferences shall be done to apprise the parents on the performance of their children and ensure their involvement in school activities. These conferences shall be conducted back-to-back with the General Assembly and every second Saturday after the Quarterly Examinations except on the last conference in April 2019.
6. All elementary schools shall administer the Philippine Early Childhood Development (ECD) Checklist for Kindergarten Children during the opening of classes, midyear, and end of school year. The result will be used as basis for planning and formulating appropriate interventions for children.
7. Deworming of children in school shall be conducted within the months of July 2018 and January 2019.
8. A **career guidance program** shall be conducted between **July and November 2018** to guide Grades 9 and 10 students in making informed choices on their preferred Senior High School track.
9. At the end of the Second Quarter, a semestral break for learners shall be observed to evaluate individual teachers and their collective performance, to conduct the In-Service Training (INSET) activities, and to prepare their Instructional Materials (IMs) for their continuing professional development.

10. The Christmas break shall begin on Saturday, **December 22, 2018**. Classes shall resume on Wednesday, **January 2, 2019**.

11. To assure quality of learning, formative assessments shall be regularly conducted by the teachers. On the national level, the Bureau of Education Assessment (BEA) shall administer the National Career Assessment Examination (NCAE) to assess the aptitude and interest of students and provide them with relevant information on their skills, abilities, and readiness for academic and non-academic courses, the Early Language Literacy and Numeracy Assessment (ELLNA) to measure the literacy skills of the learners in their respective Mother Tongues, Filipino and English and the National Achievement Test (NAT) to measure what learners in Grade 6 and Grade 10 know and can do in five learning areas.

The summer/remedial classes shall begin on Monday, **April 15, 2019** and end on Friday, **May 24, 2019**.

12. Learner deliberation may be conducted two weeks before the graduation or moving up ceremonies for the following:

- a. Learners who will receive recognition and awards; and
- b. Learners who are candidates for graduation. They shall accomplish their clearance on the week prior to date of graduation.

13. In preparation for the opening of classes for SY 2019-2020, the schools shall conduct the following activities:

- a. Early Registration of learners, beginning on Saturday, **January 26, 2019** in the schools where they wish to study;
- b. Brigada Eskwela from **May 13 to 17, 2019** to enable the community and the school to prepare their facilities before the start of another school year;
- c. Oplan Balik Eskwela from **May 20 to May 31, 2019** to facilitate the enrolment of learners; and
- d. In-Service Training (INSET) activities for teachers from **May 27 to May 31, 2019**, a week before the opening of classes.

14. In Enclosure No. 2, a calendar is presented with specific markings:

- a. Declared holidays and weekdays with no classes are crossed out (**X**).
- b. Days with school activities for teachers, personnel and other stakeholders (e.g. PTC, general assemblies, PEPT for out-of-school learners) are boxed (**□**).
- c. Days with student activities or activities that involve student participation (e.g. NFOT, NSPC, deworming of school children) are encircled (**○**). These activities are conducted on class days and may or may not disrupt classes. If the date for a student activity in a specific month is still tentative, the last school day may be temporarily marked as alternate day for said activity.
- d. School activities conducted for several weeks (i.e. Early Registration) are no longer reflected in the actual calendar.