



**December 21, 2018**

**DIVISION MEMORANDUM**

No. 904 s. 2018

**THREE-DAY DIVISION TRAINING FOR CAREER ADVOCATES ON CAREER GUIDANCE TRENDS AND STRATEGIES**

**To: Assistant Superintendents  
Education Program Supervisors/Coordinators  
District Supervisors/OICs  
Secondary School Heads**

1. This office announces the conduct of a Three-Day Division Training for Career Advocates on Career Guidance Trends and Strategies on December 27-29, 2018 at the Ecotech Center Partner - Hotel Fortuna, Borromeo Street, Cebu City.
2. This training aims to:
  - a. Build the capacity of trainers to conduct the training of teachers and career advocates on career guidance trends and strategies;
  - b. Acquire the techniques how to guide students on new career trends and opportunities; and
  - c. Prepare each school's training implementation plan.
3. School Heads can send **only one (1) Grade 11 Adviser participant** in his/her school. List of schools attached. Those who came from Island schools may stay at the venue on December 26, 2018 with free dinner.
4. For December 28 (Saturday), participants are entitled to Compensatory Time Off (CTO) for Non-Teaching Personnel and Service Credits for Teaching Personnel.
5. Traveling, per diem and other incidental expenses, shall be chargeable against **local school/SEF/MOOE Funds**, while training expenses, meals and lodging shall be chargeable against **Career Guidance Program (CGP) Funds** subject to its availability and the usual accounting and auditing rules and regulations.
6. This memorandum serves as **Authority to Travel** of the participants.
7. Immediate and wide dissemination of the contents of this Memorandum is desired.

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



**THREE-DAY DIVISION TRAINING FOR CAREER ADVOCATES ON  
 CAREER GUIDANCE TRENDS AND STRATEGIES**  
*Hotel Fortuna, Borromeo Street, Cebu City*  
**December 27-29, 2018**

**TRAINING MATRIX**

TIME	ACTIVITY	RESOURCE SPEAKER/FACILITATOR
7:30-8:30	<b>REGISTRATION</b>	
8:30-10:00	Opening Program	Ever Karla Villareal
10:00-12:00	Core Values: Its Integration in Career Guidance	Jane O. Gurrea, EPS
12:00-1:00	L U N C H	
1:00-2:30	YFD Program Directions	Lyn Bertulfo
2:30-4:00	Life Skills: An Overview	Divina Albeos
4:00-5:30	Approaches to Career Guidance Program	Sheryl P. Baritua
<i>Day 2</i>		
7:30-8:00	MOL	Municipality of Minglanilla
8:00-9:30	Labor Market	Analy Lopez
9:30-11:30	Job/Business Opportunities	Anthony Gayo Aguilar
11:30-1:00	L U N C H	
1:00 -2:30	Rudiments of Career Pathing in K to 12	Dave Soncados
2:30-4:00	Unifast and other Scholarship Opportunities	Ever Karla Villareal
4:00-5:30	NCAE Interpretation	Chona Jumao-as
<i>Day 3</i>		
7:30-8:00	MOL	Municipality of Balamban
8:00-9:30	Career Coaching Skills	Reggie Labastida
9:30-11:30	Referral System	Charles Matthew Japitan
11:30-1:00	L U N C H	
1:00 -2:30	Career Guidance Program: Activities with Parents and Community	Nova Pardillo
2:30-4:00	Communication Planning for Career Advocates	Vanessa Grace Luna
4:00-5:30	Closing Program	Municipality of Consolacion

	<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>
Officer of the Day	Ever Karla Villareal	Lyn Bertulfo	Analy Lopez
Process Observer	Nova Pardillo	Charles Japitan	Chona Jumao-as
Documentor	Vanessa Grace Luna		